NOTICE

PREPARATORY TO AWARDING ANY FUTURE DEVELOPMENT OF MAINTENANCE CONTRACTS FOR THIS SYSTEM, USER AGENCIES AND SUPPORTING PROCUREMENT ACTIVITIES MUST ASSURE SELECTED CONTRACTOR FIRMS AGREE TO AND DECLARE, IN WRITING, CONTRACT PERFORMANCE WILL BE LIMITED TO U.S. CITIZEN PERSONNEL ONLY. THIS IS A MANDATORY REQUIREMENT DUE TO THE MILITARY CRITICAL TECHNOLOGIES AND TECHNICAL INFORMATION WITH UNIQUE MILITARY UTILITY ASSOCIATED WITH AFFECTED SOFTWARE AND SUPPORTING DOCUMENTS.

DESTRUCTION NOTICE

DESTROY BY ANY METHOD THAT WILL PREVENT DISCLOSURE OF CONTENTS OR RECONSTRUCTION OF DOCUMENT.

SUMMARY of CHANGE

AISM 25-P6A-AVM-AIX-SUM
Drug and Alcohol Management Information System (DAMIS)
Software User Manual (SUM)
01 December 1999

This updated manual--

- Replaces all previous versions of Software User Manual (SUM) prepared in accordance with (IAW) Department of Defense (DOD) documentation standards MIL-STD-498, which was canceled on 27 May 1998.

- Adheres to the documentation standards contained in the Institute of Electrical and Electronics Engineers (IEEE)/Electronics Industries Association (EIA) standard, IEEE/EIA 12207, "Information Technology-Software Life Cycle Process".

- Provides information needed to use the system effectively.

- Contains a hierarchy diagram in Section 3 that is a quick-reference to the location of each available menu and screen.

- Provides a blank copy of DA Form 2028 (Recommended Changes to Publications and Blank Forms). This form is at the end of the manual and users may reproduce and use it to write corrections, additions, or comments about the manual. Or users may use it as cover sheet to a marked up copy of the DAMIS SUM.

- Be advised that changes would be subject to approval by the appropriate Subject Area Functional Proponent (SAFP).

NOTE

Some of the menus or screens shown in the manual may not yet be available in the software. These menus or screens are shown with an asterisk next to their menu numbers in Figure 3.4-1, DAMIS Hierarchy Diagram.

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TABLE OF FIGURES

1 SCOPE

1.1 IDENTIFICATION.

The following is a full identification of the Drug and Alcohol Management Information System (DAMIS):

  a. Automated Information System (AIS) Identifier, which establishes the base functional components of a system: P6A.

  b. System Identification Code (SIC) identifies the software tool methodology that the application is developed: AVM.

  c. Title and Abbreviation: Drug and Alcohol Management Information System (DAMIS).

  d. Previously fielded Release/Version Number: 09.04/09.00.

  e. Software Change Package (SCP) Release/Version number being developed/ fielded: P6A-AVM-10-01.

1.2 SYSTEM OVERVIEW.

The Installation Support Module (ISM) Project was established to create new software applications (or upgrade existing ones) that would automate standard procedures and integrate information used to manage Army installations. These software applications are packaged as modules according to the installation management function they perform. ISM is deployed army-wide and comprises a uniform set of automated tools that assists installation commanders in effectively managing daily operations.

DAMIS is part of the ISM Project, which is an army-wide Major Automated Information System (MAIS) initiative. The primary objective of ISM is to enhance, through automation, installation management functions. ISM applications consist of standard procedures packaged into functional applications, which automate as well as integrate day-to-day installation processes. ISM applications use the Installation Level Integrated Database (ILIDB), which is the central repository for data that is common to more than one ISM application, and various local databases that contain data elements unique to the individual ISM applications.

ISM operates at garrison locations and support functional users during peacetime, mobilization, and wartime conditions. Installation commanders and installation functional managers use ISM applications and data to manage resources under their control. ISM performs the following major functions:

- Application-specific support to meet the information needs of installation functional activities and tenant units;

- Command and staff reporting requirements via standard or ad hoc queries run against either an application database or the ILIDB; and

- Information exchanged internally among installation functional activities and externally to echelons above installation levels, as well as to Standard Army Management Information Systems (STAMIS).

The purpose of the DAMIS ISM is to provide installation-level support for identifying and tracking alcohol or other drug abusers. The system sponsor is the Army Center for Substance Abuse Program (ACSAP). The users and operators of the system are the personnel employed at installation Alcohol and Drug Abuse Prevention and Control Programs (ADAPCP).

This system also provides installation commanders and DOD policy makers with statistical

information on alcohol and other drug abuse in the army and the effectiveness of the ADAPCP. DAMIS provides current and historical information to those individuals responsible for monitoring the abuse of alcohol and other drugs and for determining whether the ADAPCP is an effective means of eliminating abuse and rehabilitating their personnel.

1.2.1 Organizational and Personnel References.

The following organizations and personnel maintain a responsibility or interest in this ISM application.

a. <u>ISM Functional Proponent</u>. The ISM Functional Proponent (FP) is the Office of the Director of Information Systems for Command, Control, Communications, and Computers (ODISC4).

b. <u>Application Sponsor</u>. The application sponsor is the Director of Management (DM) Office Chief of Staff, Army (OCSA).

c. <u>ISM/MISM FP</u>. The ISM/MISM FP is the Assistant Chief of Staff for Installation Management (ACSIM).

d. <u>Assigned Responsible Agency (ARA)</u>. The ARA for technical development, testing, fielding and maintenance of this ISM application is the Information Systems Engineering Command (ISEC).

e. <u>Point of Contact</u>.
Organization:	U.S.Army Information Systems Software Center – (USAISSC) Executive Software Systems Directorate Attn: AMSEL-RD-SE-IS-ESC, Stop H-6. Fort Belvoir, VA 22060-5576.
Point of Contact:	Joanne Pinheiro
Commercial Phone:	(703) 235-6079

1.3 DOCUMENT OVERVIEW.

The purpose of this DAMIS SUM is to provide the software user with the information necessary to use the system effectively. This manual also provides instructions on how to operate a Personal Computer workstation. For information about functional and system administration, refer to U.S. Army, AISM 25-P6A-AVM-AIX-SCOM, "DAMIS Software Center Operator Manual (SCOM)".

1.3.1 Security.

DAMIS does not store or process classified data. DAMIS data is designated as unclassified-sensitive two (US2), as defined in Army Regulations (AR) 380-19, "Information Systems Security (ISS)", 01 May 1996. This data is "*For Official Use Only (FOUO)*", and prohibits unauthorized disclosure.

a. <u>Authorization</u>. Either an explicit official authorization or an implicit authorization derived from official assignments or responsibilities must authorize access to DAMIS.

b. <u>Disclosure</u>. You must not disclose any personal information contained in DAMIS except as authorized by AR 380-19.

1.3.2 Security Guidelines for Using DAMIS.

The following guidance helps users to operate the system in accordance with applicable security provisions.

1.3.2.1   Modifying or Viewing Data.

Only users who have explicit authorization are allowed to enter, modify, delete, or view DAMIS data. The System Administrator (SA) administrates the system access using a combination of login name, password, and access permissions. Only, persons to whom login names and passwords were specifically assigned by the SA shall use them.

       a.   <u>Screens</u>. Adjust Video Display Terminal (VDT) screens so that unautho rized person can not view informational displays.

       b.   <u>Accuracy</u>. Enter or modify data carefully and completely, to avoid storing or transmitting erroneous or incomplete data.

1.3.2.2   Protecting Information Sources.

Safeguard all information input to or generated by the system against unauthorized use, copying, or destruction.

       a.   <u>Documents</u>. Prevent unauthorized persons from viewing or accessing any documents, such as forms or manual files, by covering them or storing them in secure containers.

       b.   <u>Electronic Media</u>. Label all electronic media, such as tapes or diskettes, and keep them in proper storage containers.

1.3.3   Documentation Conventions.

1.3.3.1   Notational Conventions.

Table 1.3‑1 shows the symbols of notational conventions used throughout this manual.

Table 1.3.1. Notational Conventions	
SYMBOL	**MEANING**
<Enter>	Enter or Return key. Control, alternate, or similar keys on the keyboard are shown this way. Examples: <Alt> <PgDn>
<Ctrl>/<D> <Alt>/<X>	Denotes a combination of a control key and alphanumeric key. Hold the control key and press the specified alphanumeric.
<F1> FUNCTION	Denotes a function key and its screen‑labeled function
"message"	Denotes a message displayed on‑screen
{prompt}	Denotes a prompt that requires a response
text	Type the text exactly as shown
"text"	Names of files, directories, and other items may be shown in quotes to indicate their exact names

1.3.4   Procedural Conventions.

Every item on every menu has a corresponding number. To select a menu item, press its number followed by <Enter>. Figure 3.4.1 shows the hierarchy of all DAMIS menu items. Use this hierarchy of menu item numbers to specify the *menu path*. The menu path for "Add/Change DAMIS User" is as follows:

> Master Menu
> ? ? ? ? **7**. DAMIS Administration Menu
> ?   ? ? ? ? **1**. Security Administration Menu
> ?   ?   ? ? ? ? **1**. Add/Change DAMIS User

"Use Procedure 7,1,1 (Add/Change DAMIS User)" means to select each menu in order, starting from the "Master Menu". Using this system of notation, you can quickly get to the screen needed without having to refer to the Hierarchy Diagram. Simply enter each number (followed by <Enter>) in the order listed.

2 REFERENCED DOCUMENTS

2.1 PROJECT REFERENCES.

The following documents are helpful in understanding and performing the tasks described in this SUM.

a. Project Request. U.S. Army Automated Information System (AIS) Manual 25-P6A-AVM-OSE-FD, "DAMIS Functional Description (FD)," 10 December 1993.

b. Hardware Documentation.

    (1) IBM POWERstation and POWERserver - Diagnostic Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2765-01.

    (2) IBM Adapters, Devices, and cable Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2764-01.

    (3) IBM 7012 Models 300 Series - Installation and Service Guide - Part No. SA23-2624-07.

    (4) IBM 7012 Models 300 Series - Operator Guide - Part No. SA23-2623-05.

c. Software Documentation.

    (1) MS-DOS User's Guide and Reference, Version 5.0/6.22.

    (2) AIX Version 4.2 Quick Installation and Startup Guide.

    (3) AIX Version 4.2 Installation Guide - Part No.SC23-2341.

    (4) AIX Version 4 Getting Started - Part No.GC23-2521.

    (5) AIX Version 4.2 System User's Guide: Operating System and Devices.

    (6) AIX Version 4.2 System Management Guide: Operating System and Devices.

    (7) AIX Version 4.2 Network Installation Management Guide and Reference.

    (8) AIX Version 4.2, Information For Operation Retrieval/License System (iFOR/LS) System Management Guide.

    (9) Oracle7^{TM} for AIX-Based Systems Installation & Configuration Guide, Part No.A32105-1.

    (10) Oracle7^{TM} SQL* Plus User's Guide and Reference, Version 3.1

    (11) Oracle7^{TM} Server SQL Language Reference Manual, Part Number 778-70-1292.

    (12) A Technical Introduction to the Oracle Server in the "Oracle7 Server Concepts Manual".

c. Standards or Reference Documentation.

    (1) U.S. Army, AR 600-85, "Alcohol and Drug Abuse Prevention and Control Program", 21 October 1988, UNCLAS.

    (2) U.S. Army, AR 340-21, "The Army Privacy Program", 5 July 1985, UNCLAS.

    (3) U.S. Army, AR 40-66, "Medical Record and Quality Assurance

Administration", 1 April 1987, UNCLAS.

(4)   Department of Defense, DOD Directive 1010.1, "DOD Drug Abuse Testing Program", 28 December 1984, UNCLAS.

(5)   Department of Defense, DOD Directive 1010.3, "Drug and Alcohol Abuse Reports", 23 September 1985, UNCLAS.

(6)   Department of Defense, DOD Directive 1010.6, "Rehabilitation and Referral Services for Alcohol and Drug Abusers", 13 March 1985, UNCLAS.

2.2   TERMS AND ABBREVIATIONS.

Section 6 defines the terms, abbreviations, and acronyms unique to this manual.

3 SOFTWARE SUMMARY

3.1 SOFTWARE APPLICATION.

This section summarizes DAMIS, including its background, functions performed by the application, communication techniques used, and interfaces to other systems and organizations.

The DAMIS-FS was developed to automate field level tracking, management, identification and rehabilitation of alcohol and other drug abusers. In addition, it provides installation commanders and DOD policy makers with statistical information on alcohol and other drug abuse in the army and the effectiveness of the ADAPCP.

The first objective requires a means of identifying and tracking individuals throughout their enrollment in the ADAPCP. The second objective is satisfied by providing current and historical information to those individuals, who have responsibilities to monitor the abuse of alcohol and other drugs. It also determines whether the ADAPCP is an effective means of eliminating abuse and rehabilitating their personnel.

3.2 SOFTWARE INVENTORY.

The names, types, and descriptions of the DAMIS programs (software units) are listed in Table 3.2.1 below. The type column consists of- S for shell programs, E for Extended Terminal Interface Prototype (ETIP) executable, Q for Embedded Structured Query Language (ESQL) programs (without ETI) and C for C programs (without ESQL). See Figure 3.4-1, DAMIS Hierarchy Diagram, for an overall view of the ETIP programs.

<table>
<tr><td colspan="4" align="center">Table 3.2.1. DAMIS Software Units</td></tr>
<tr><th>File Name</th><th>File Type</th><th>Run By</th><th>Description</th></tr>
<tr><td>.profile</td><td>S</td><td>login shell</td><td>Basic user setup for system</td></tr>
<tr><td>.setupISM</td><td>S</td><td>.profile</td><td>Runs .strtusrISM & damis_prg</td></tr>
<tr><td>.strtusrISM</td><td>S</td><td>.setupISM</td><td>Set ISM environmental variables</td></tr>
<tr><td>sh_iasagf.sh</td><td>S</td><td>install_prg</td><td>Copy files from $APPDIR to $SITEDIR</td></tr>
<tr><td>sh_icheck.sh</td><td>S</td><td>install_prg</td><td>Checks to see if logged in as root</td></tr>
<tr><td>sh_ickinfo.sh</td><td>S</td><td>install_prg</td><td>Checks for informix directory</td></tr>
<tr><td>sh_iead.sh</td><td>S</td><td>install_prg</td><td>Exports database</td></tr>
<tr><td>sh_iia.sh</td><td>S</td><td>install_prg</td><td>Main Work of installing the ISM APPS</td></tr>
<tr><td>sh_ilad.sh</td><td>S</td><td>install_prg</td><td>Loads database</td></tr>
<tr><td>sh_irad.sh</td><td>S</td><td>install_prg</td><td>Drops database</td></tr>
<tr><td>sh_isiv.sh</td><td>S</td><td>install_prg</td><td>Not Used</td></tr>
<tr><td>sh_isrdv.sh</td><td>S</td><td>install_prg</td><td>Not Used</td></tr>
<tr><td>st_user</td><td>S</td><td>damis_prg</td><td>Adds and deletes user from ISM</td></tr>
<tr><td>sh_geldbs</td><td>S</td><td>install_prg</td><td>Gets database spaces available</td></tr>
<tr><td>sh_st_user</td><td>S</td><td>install_prg</td><td>Run start_user program</td></tr>
<tr><td>sh_runstart_user script</td><td>S</td><td>install_prg</td><td>Run start_user program</td></tr>
<tr><td>s_nadapcp.sh</td><td>S</td><td>program_prg</td><td>Branching control script</td></tr>
</table>

Table 3.2.1. DAMIS Software Units			
File Name	**File Type**	**Run By**	**Description**
adhoc_prg	E	damis_prg	Adhoc Query Main Menu
admin_prg	E	damis_prg	Ad Hoc Query Administration
alter_locks	S	install_prg	Sets the database tables to lock mode row
bioqry_prg	E	chemical_prg	Biochemical Testing Query Menu
biorpt_prg	E	damis_prg	Biochemical Testing Report Menu
chemical_prg	E	damis_prg	Biochemical Testing Menu
correct_prg	E	damis_prg	Individual ID Correction Menu
crons/ism_transfer	C	transferfiles	Transfer Transaction Files
crons/transferfiles	S	transfercron	Transfer Transaction Files
crons/transfercron	S	cron	Cron to Transfer Transaction Files
damis_prg	E	.setupISM	Master Menu
data_prg	E	damis_prg	Data Management Menu
deletion_prg	E	damis_prg	Data Deletion Menu
ecps_prg	E	damis_prg	PRs/ECP-S submission
education_prg	E	damis_prg	Education Menu
findilidb.sh	S	install_prg	Gives ILIDB location
group_prg	E	patient_prg	Group Session Appointment Menu
insrapr_prg	E	report4_prg	Installation RAPR Menu
install_prg	E	system admin	Setup ISM and Database
manpower_prg	E	chemical_prg	Manpower Statistics
manpower_prg	E	education_prg	Manpower Statistics
manpower_prg	E	patient_prg	Manpower Statistics
manpower_prg	E	program_prg	Manpower Statistics
patient_prg	E	damis_prg	Patient Services Menu
patrpt_prg	E	damis_prg, patient_prg	Patient Services Report Menu
patqry_prg	E	patient_prg	Patient Services Query Menu
position_prg	E	program_prg	Test Designated Position Menu
prn_usr_prg	E	damis_prg	Print User Profile Report
program_prg	E	damis_prg	Program Management Menu
rapr_prg	E	program_prg	RAPR Menu
report1_prg	E	damis_prg, education_prg	Prevention Education Report Menu
report2_prg	E	damis_prg, education_prg	UADC Education Report Menu
report3_prg	E	damis_prg, education_prg	Counselor Education Report Menu
report4_prg	E	damis_prg, program_prg	Program Management Report Menu
start_user.sh	E	damis_prg	Run start_user program

Table 3.2.1. DAMIS Software Units			
File Name	**File Type**	**Run By**	**Description**
unit_prg	E	program_prg	Unit Information Menu

3.2.1　Information Inventory.

3.2.2　Resource Inventory.

Since the software units in the DAMIS ISM consist of a single executable and many associated files (often small and insignificant), a complete listing of every file referenced would be inappropriate. Instead, this exhaustive listing of the files that comprise a software unit is included in the DAMIS Software Product Specifications (SPS) manual. The numerical majority of files that comprise a software unit contain help messages and other text displayed on the screen when the ETIP program executes. Thus, most of the files do not change as a result of DAMIS ISM processing. The exceptions to this include dynamic menu files that can be changed by a user or the ISM administrator. Permanent files created using the DAMIS ISM include the Engineering Change Proposal Software (ECP-S) data files. Other data files are created while generating reports and during ISM processing but these are temporary in nature.

The DAMIS database contains much of the information referenced, created and updated by the DAMIS ISM. DAMIS requires this in order to operate. The ILIDB contains information that is referenced by the DAMIS ISM. DAMIS cannot create or update information in the ILIDB database. If it is not available, processing can continue.

3.2.2.1　DBMS Files.

The database tables referenced or updated by DAMIS are listed in Table 3.2.2 below in alphabetical order. The Subject Area Database (SADB) must contain these tables to operate fully, though it may be possible to continue operation with some tables missing.

Table 3.2.2. DAMIS Database Tables			
Database	**Table**	**Database**	**Table**
damis	academy	damis	adapcp_tbl
damis	adapt_students	damis	adapt_tbl
damis	adhoc_svdet	damis	adhoc_svqry
damis	adhoc_tbl	damis	appt_code_tbl
damis	appt_tbl	damis	audit_tbl
damis	budget_tbl	damis	cert_tbl
damis	ecps_tbl	damis	edclass_tbl
damis	emp_tbl	damis	exam_tbl
damis	facility_tbl	damis	grp_appt_tbl
damis	grp_att_tbl	damis	grp_ind_tbl
damis	grp_sch_tbl	damis	individ_tbl
damis	manpower_tbl	damis	max_id
damis	menu_tbl	damis	milspec_tbl

Table 3.2.2. DAMIS Database Tables			
Database	**Table**	**Database**	**Table**
damis	mnpwr_dir_tbl	damis	mnpwr_ind_tbl
damis	mnpwr_oth_tbl	damis	pop1_tbl
damis	pop2_tbl	damis	position_tbl
damis	ppr_tbl	damis	printer
damis	printer_default	damis	purchase_tbl
damis	rapr2_tbl	damis	rapr2b_tbl
damis	rapr3_tbl	damis	rapr4_tbl
damis	rapr5_tbl	damis	rapr6_tbl
damis	rapr7_budget	damis	rapr7_tbl
damis	scr_tbl	damis	security
damis	tda_tbl	damis	training_tbl
damis	uadc_tbl	damis	unit_tbl

The tables in ILIDB that are referenced by DAMIS are listed in Table 3.2.3 below. You can find details about these tables in the ILIDB Database Design Description (DBDD) Manual.

Table 3.2.3. ILIDB Database Tables			
Database	**Table**	**Database**	**Table**
ilidb	civilian	ilidb	individual
ilidb	mil_pers	ilidb	

3.2.2.2   Permanent Files.

There are more than 1000 permanent files in the DAMIS run-time module. The names and locations of the permanent files referenced created, or updated by DAMIS are included in the DAMIS Software Product Specifications (SPS) manual. They are not included here, since the files can not be understood without the detailed information about the ETIP programs that the SPS provides. Most of the files in the DAMIS run-time have suffixes that indicate the type of the file. The meanings of some of the suffixes are as follows:

Table 3.2.4. Meanings of Suffixes	
FILE SUFFIX	**TYPE/CONTENTS OF FILE**
txt	Text of a HELP, WARNING, BANNER, or MESSAGE SCREEN
menu	List of choices available with the CHOICES key
sh	Executable "shell" commands
sql	SQL statements

The files contained in the "damis.exp" subdirectory are not needed at run time. They contain an export of the DAMIS database that is used optionally to load the database during DAMIS installation. The "damis.sql" file contains an SQL script that may be read by the "dbimport"

command.

3.2.3   Report Inventory.

All reports produced by DAMIS are listed below with the name of the executable that produces the report and the DAMIS menu path(s) from the "Master Menu" to the report. For example, the path 4,1,2,1 means that you obtain the report by selecting item 4 from the "Master Menu," then select item 1; then 2; then 1 from the next three menus. Refer to Figure 3.4-1, DAMIS Hierarchy Diagram, for an overall view of DAMIS functions.

To obtain a report, select the report from the menu and enter the criteria specified. You can choose to view some reports on-screen as well as send them directly to a specified printer. A complete listing of the reports created by DAMIS is as follows:

Table 3.2.5. Report Inventory		
Report Title	**Executable**	**Menu Path**
Pending Mandatory Commander Referral Report	patrpt_prg	1,1,7,1
Medical Referral Report		1,1,7,2
Incomplete Patient Intake/Screening Record Report		1,1,7,3
Incomplete PPR Report		1,1,7,4
Patient Progress Report Due Date Report		1,1,7,5
Detailed Patient Information Report		1,1,7,6
Counselor Caseload Report		1,1,7,7
Patient Roster		1,1,7,8
Notification of Missed Appointment Report		1,1,7,9
Missed Appointment Report		1,1,7,10
Record of Missed Individual Appointment		1,1,7,11
Group Session Roster		1,1,7,12
Record of Missed Group Session Appointment	patrpt_prg	1,1,7,13
Counselor Appointment Log		1,1,7,14
Individual Summary Report		1,1,7,15
Individuals Identified and not screened		1,1,7,16
Commander Prescreen Urinalysis Test Results Report	biorpt_prg	1,2,4,1
Military Laboratory Urinalysis Test Results Report		1,2,4,2
Civilian Laboratory Urinalysis Test Results Report		1,2,4,3
Individual Military Urinalysis Testing Record		1,2,4,4
Individual Civilian Urinalysis Testing Record		1,2,4,5
Confirmation Rate Report		1,2,4,6
Rejection Rate Report		1,2,4,7
Print Military Previous Positives Report		1,2,4,8
Print Civilian Previous Positives Report		1,2,4,9

Table 3.2.5. Report Inventory		
Report Title	**Executable**	**Menu Path**
Future Education Report by Class UIC	report1_prg	1,3,1,3,1
Future Education Report by Class Type		1,3,1,3,2
Future Education Report by Instructor		1,3,1,3,3
Future ADAPT Report		1,3,1,3,4
Past Education Report by Class UIC		1,3,1,3,5
Past Education Report by Class Type		1,3,1,3,6
Past Education Report by Instructor		1,3,1,3,7
Past ADAPT Report		1,3,1,3,8
Counselor Certification Progress Report	report3_prg	1,3,2,4,1
Individual Counselor Internship and Certification Report		1,3,2,4,2
Counselor Internship and Certification Summary Report		1,3,2,4,3
Counselor Recertification Progress Report		1,3,2,4,4
Counselor Course Report		1,3,2,4,5
ADAPCP Academy of Health Sciences Course Report		1,3,2,4,6
UADC Certification Progress Summary Report	report2_prg	1,3,3,3,1
UADC Certification List		1,3,3,3,2
Units Requiring UADC		1,3,3,3,3
Unit Listing by UIC	report4_prg	1,4,9,1
Unit Listing by Unit Name		1,4,9,2
ADCO Budget Status Report		1,4,9,3
Employee Budget Status Report		1,4,9,4
ADCO Purchase Request Report		1,4,9,5
ADAPCP TDA Report for one TDA		1,4,9,6
ADAPCP TDA Report for all TDAs		1,4,9,7
ADAPCP Working TDA Report for one TDA		1,4,9,8
ADAPCP Working TDA Report for all TDAs		1,4,9,9
ADCO Personnel Report		1,4,9,10
Test Designated Position Listing	position_prg	1,4,9,11
ADCO Manpower Utilization Report		1,4,9,12
ADAPCP Employee Data Report		1,4,9,13
Installation RAPR	insrapr_prg	1,4,9,14
User Profile Report	prn_usr_prg	7,1,4
Historical Data Purge Summary Report	data_prg	7,5,1
DAMIS-FS Complete Backup File		7,5,2

Table 3.2.5. Report Inventory		
Report Title	**Executable**	**Menu Path**
DAMIS-FS Incremental Backup File		7,5,3
Deletion Audit Report	deletion_prg	7,7,6

3.2.4   Custom Reports.

The ISM "Ad Hoc Query" utility can create Ad hoc (customized) reports. These reports are the output of SQL queries of the "damis" database. You can construct queries using a menu-driven feature (knowledge of SQL not required) or you can write your own free-form SQL queries. In either case, operation is restricted to queries only; updates or deletes are not allowed. Refer to Section 7 of this manual for more information.

3.3   SOFTWARE ENVIRONMENT.

The DAMIS ISM runs on any UNIX System V platform against a Structured Query Language (SQL)-compliant Relational Database Management System (RDBMS). Terminals may consist of any American National Standards Institute (ANSI) 3.64 type or a PC with a similar emulation program. Printers, modems, and other peripherals will be site specific. To successfully execute DAMIS, the system environment should consist of the hardware, software, and utilities designated in paragraphs 3.3.1 and 3.3.2.

NOTE: This ISM application is not dependent upon any one particular model of computer. The hardware described in the following paragraphs is one of the configurations possible for operating the DAMIS application.

3.3.1   Hardware Required.

Hardware configurations required to support DAMIS include:

a.   Computer. IBM RISC 6000 System - Model 7012-300 series.

b.   Local Computer Workstation.   386/486 class personal computer, a keyboard, a monitor, power strip/surge suppressor, communications interface.

c.   Printers. For reports high-resolution dot-matrix impact printer, with RS-232 serial communications interface and 132 column wide format.

3.3.2   Software Required.

The software required, to run, DAMIS ISM includes:

a.   Operating System (OS). AIX OS Version 4.2 Installation Guide. The operating system supervises the work of the computer and provides software utilities.

b.   RDBMS. ANSI SQL compliant Relational database management system, (such as Oracle7^{TM} for AIX-Based Systems).   The database is a collection of data, information about indexes, and system catalogs that describe the structure of the database.

c.   ISM Application. This is the DAMIS application software and is used in host mode.

d.   Local Operating System. MS-DOS 5.0/6.22 disk operating system. This operating

system controls the work of the local installation computer and provides local mode, software utilities.

e.   Local Communication Software.   Various types of communications protocol software may be used, depending on your installation configuration. This software formats and arranges data for transmission and controls the transfer of data between computers.

3.3.3 Database/Data Bank Characteristics.

DAMIS is designed using a RDBMS that will:

a.   Allow installation-unique tables and attributes.

b.   Provide integration with other portions of the installation, central data repository previously developed.

c.   Use data elements standardized IAW AR 25-9.

The data elements used for DAMIS are identified from the FD, the Structured Requirements Analysis Planning (STRAP) reports, the STRAP key-based data model, the Joint Application Development sessions, and the Prototyping sessions. Other sources include existing databases, reports, forms, user manuals, and other data stores maintained by the functional organization. These data elements are fully defined in the Army Data Dictionary (ADD)/Automated Dictionary Support System (ADSS).

The data elements for DAMIS are integrated into a multifunctional database as part of the ISM-wide data architecture. By accessing this data architecture, each function within has a view of its data. This view will consist of multiple data elements that are contained in a row of one or more tables. Estimates of table and row sizes for the SBIS-wide data architecture are presented in the Database Design Description (DBDD) Manual.

3.3.4 Major Application Components.

DAMIS contains the following major components:

a.   Logical Parts of the System.

(1)   The "Maintain Patient Data" functional area supports tracking of a patient's progression from identification, through enrollment, to release from the program. Data are entered through a series of interactive screens that identify an individual to the ADAPCP. As the information that identifies the individual is entered, the system determines whether the individual is currently enrolled. The system provides messages to the ADAPCP staff about the data being entered on an individual. Messages indicate if the individual has already been identified or is already enrolled and reduces the amount of work needed to research records concerning newly identified individuals. If the method of identification is by either a medical, or apprehension referral, an ADAPCP staff member enters the referral information, which is associated with the identification.

Positive biochemical test results that reveal the use of an illicit drug result in an identification record, being created for an individual. For new referrals, an ADAPCP staff member can produce a report that lists the individuals that have been identified to the ADAPCP, but whose commander has not yet made a referral. This report reduces the chance of overlooking a referral.

In preparation for the assessment of the individual by the counselor and other rehabilitation team members, various types of information may be obtained from the DAMIS-FS. Pre-screened or Forensic Toxicology Drug Testing Laboratory (FTDTL) urinalysis test results may be queried. An ADAPCP staff member can also determine whether a commander has been notified of the pre-screened or FTDTL urinalysis test results. As mentioned earlier, previous enrollment information from the DAMIS-FS or the DAMIS-HQ may be reviewed interactively. If an individual is screened but not enrolled, no further data are collected, but existing data remain on-line for future reference.

Once an enrollment decision is made for an individual, any incomplete Patient Intake/Screening Record (PIR)-DA Form 4465 data will be investigated by ACSAP. ACSAP may require the record to be recent, or they may fix it themselves. The DAMIS-FS produces a report for counselors or the Clinical Director (CD) that indicates those DA Form 4465s, that have not yet been completed and transmitted to the DAMIS-HQ. The system produces a hard copy of a DA Form 4465 that is added to the patient's case file. Other reports can be produced from the DAMIS-FS to be used with form letters sent to commanders or attached to in-house status reports.

During rehabilitation, patient progress information, to be associated with the identification and enrollment data, may be entered. Throughout this phase, all identification and assessment information is available on-line to an ADAPCP staff member.

As patients are scheduled for individual appointments or group sessions, scheduling information is input into the DAMIS-FS. Information about which appointments or sessions were attended or the reasons for missing an appointment or session are also entered. Various reports are available that describe the appointment schedule load and patient participation. During the initial appointment, patients are provided a series of appointment slips generated from the scheduling data within the DAMIS-FS. A report may be generated which shows consecutively missed appointments by a patient. This information, readily available to a counselor, describes a lack of participation by the patient.

The system produces a report that indicates Patient Progress Reports (PPR) that are due to be completed or are past due. The system also produces a hard copy version of the PPR form, to be placed in a patient's case file.

While a patient is enrolled, a counselor may record the date the patient is admitted to a Residential Treatment Facility (RTF), the date released, and the name of the RTF. This data remains associated with the other information about the patient's enrollment and are available for review.

If the patient is permanently transferred to another Service Area Code (SAC) during an active enrollment, the counselor can produce a file from the DAMIS-FS containing a patient's history data. A PPR is also generated to indicate a permanent change of station (PCS) transfer and is sent to the DAMIS-HQ. The ability to rapidly accumulate all current enrollment information encourages complete transfer of data with minimal loss of a patient's history. This capability is particularly beneficial if an individual is reassigned to an overseas duty position.

The DAMIS-FS promotes the effective use of counselors by providing for counselor caseload management. Several reports, available to counseling planners, display the counselors' current case load and their near-term due date. To the individual counselor, this capability assists in planning daily activities. The DAMIS-FS produces a report showing which counselor is assigned to an individual's case and the number of additional cases assigned to that counselor.

All of the data entered that relate to patients are available for use as part of program management functions. Patient data are used to automatically produce the quantitative summary information for the DA Form 3711-R.

(2)   The Maintain Biochemical Testing Data functional area supports the entry of data from the DD Form 2624. Other urinalysis information, not on the forms, is also required by the DAMIS-FS. If the specimen belongs to a civilian in a Testing Designated Position (TDP), an ADAPCP staff member records the type of TDP. An ADAPCP staff member may also indicate which urine specimens shipped to a FTDTL are quality assurance samples.

To identify individuals as possible drug abusers as soon as possible, the DAMIS-FS produces a report containing the urinalysis test results from pre-screening. A similar report, which identifies only specimens whose pre-screening results were positive, is sent to commanders by the ADAPCP.

Results received from a FTDTL in hard copy format are manually entered. The laboratory accession number, which accompanies all results, can be used during conversations with the FTDTL about the testing of an individual specimen.

If a positive testing result is received from a FTDTL for an individual that is not currently identified or enrolled, the DAMIS-FS automatically generates an identification record for that individual. The ID record is created automatically if the positive is THC or COC and the person is military. Otherwise the record is not created until the Medical Review Officer (MRO) confirms that it was unauthorized usage of the substance.

An ADAPCP staff member can produce other types of biochemical testing reports from the DAMIS-FS. One report, produced for a given SAC, within a specified time period, compares the number of pre-screen positive with the number of positive confirmed by a FTDTL. It provides a similar comparison for the negative specimen results. Another report describes the percentage of specimens that are rejected by a FTDTL. For reporting purposes, urinalysis specimen identifiers that have been "flagged" by the system as being erroneous are counted for all reports.

(3)   The DAMIS-FS provides the ability to capture and maintain identifying and quantitative data about the drug and alcohol classes being taught by the installation ADAPCP. Only an Educational Coordinator (EDCO) staff member will have access to enter the class attendance, which is used to produce the DA Form 3711-R. The system allows the ADAPCP staff personnel to obtain information on the types of classes, the instructors assigned to the classes, and the dates and times of all classes. The system ensures that an instructor is not scheduled for more than one class on the same date and time.

The DAMIS-FS also tracks and maintains data on counselor internship, certification, and training. The system allows certification information to be entered or updated. The user may create an ad-hoc query about an individual counselor or all counselors' certification date(s) or the number of in-service training credits. The system provides several reports that identify counselors that are not yet certified and a particular counselor's course status or re-certification dates.

Unit Alcohol and Drug Coordinator (UADC) certification and training data are captured and maintained within the DAMIS-FS. The system captures identifying data such as the UADC rank, whether the UADC completed the probationary period, and whether the UADC is certified. Reports may be produced which describe a UADC progress toward certification or a roster of all UADC and the assigned units.

(4)   An installation ADAPCP provides services to Army personnel who are assigned to a specific unit residing at the installation. The ADAPCP staff may maintain information identifying those units using the DAMIS-FS. A report may be printed that lists all of the installation units. Throughout the system, whenever a unit is referenced during data entry, the previously entered unit-identifying information is checked to determine if the reference is to a valid local unit.

The DAMIS-FS maintains information on an installation ADAPCP Table of Distribution and Allowances (TDA) Authorization Document. This function allows information on all positions within the ADAPCP to be added to the system and maintained during a TDA effective time period. An ADAPCP staff member may change the TDA position data as corresponding changes to the TDA are made. Reports are available about the TDA positions and the personnel employed in those positions.

The DAMIS-FS also provides the ability to maintain data on installation ADAPCP employees who are assigned to TDA positions. Data, which identify and describe an employee, may be entered into the system when an employee is hired. ADAPCP personnel can generate reports on the employees to provide information for use during the ADAPCP personnel management activities.

The manpower utilization capability includes information on how the installation ADAPCP staffs spend their time in support of the ADAPCP direct mission and indirect work categories. This function includes the capability to enter initial manpower usage data, change the data when required, and generate reports that can be used by installation ADAPCP managers to support manpower planning activities. The data are also available for summary statistics used in the DA Form 3711-R.

The DAMIS-FS supports the installation ADAPCP budgeting activities and the purchase of items that affect the budget. As the ADAPCP staff members determine the budget, the information from it is entered into the DAMIS-FS down to the budget-item level. As changes are made to budget items during the fiscal year, those changes are added to data already existing in the system.

ADAPCP personnel may enter data on installation ADAPCP purchases that affect the budget. When a purchase request is made by an installation

ADAPCP, data are entered into the system. Once the purchase request is approved, the system processes the information. Once the purchase is received, the system accepts updates reflecting the receipt of the purchase and the final purchase amount. Reports can be generated to allow the ADAPCP personnel to review the purchases that have occurred or are pending.

One of the main functions of the system is to produce the monthly DA Form 3711-R, which describes information about the installation ADAPCP monthly activities. The patient, biochemical testing, education, and program management data previously entered are used to construct the summary-level statistics required by the ACSAP. Other data, such as installation population data, are captured on a monthly basis as the installation population changes. The system provides the capability to print the report for review.

(5)   The DAMIS Administration functional area supports the administration of the automated DAMIS-FS. This includes user account management, system backup and restore, generation of transactions, correction of individual identifiers throughout the system, and deletion of individual patient services and urinalysis data.

The DAMIS-FS is accessible only to authorized users. To ensure that only authorized users have system privileges, user identifiers are issued to installation ADAPCP staff members so that they can perform functions using the automated system. The system administrator maintains the user profiles that designate the privileges or system functions that are available to each DAMIS-FS user. The user profile also associates the user identifier with ADAPCP employee information entered in the Program Management functional area.

The SA or any other authorized user may change individual identifiers. If a urinalysis custody document and the database have an identical, but incorrect individual identifier, the system administrator identifies the data in the database as incorrect. If the identifier in the database is incorrect but the urinalysis custody document is correct, the system administrator changes the individual identifier in the database for the urinalysis testing results and associated patient data. If patient data are entered including an incorrect individual identifier and there are no associated urinalysis testing data, the system administrator may correct the individual identifier within the patient data. As any changes of the individual identifier are made or an identifier is marked as incorrect, the DAMIS-FS identifies that a transaction must be sent to the DAMIS-HQ to make similar changes.

From within DAMIS Administration, users with appropriate access profiles may delete patient services and urinalysis information about individuals. As the information is deleted, an entry is automatically placed in a deletion audit log. This log, which may be printed later, describes what data was deleted, who deleted the data, and when the data was deleted. The audit log cannot be altered or deleted by a DAMIS-FS user.

As the amount of data in the local database becomes very large, only a small percentage will be changed each day. If the system administrator performs an incremental backup, only the data that has changed since the last backup are copied to the backup medium. Incremental backups may be made

several times after one complete backup. In case of major data corruption, the complete backup is restored first. Then, each incremental backup is restored in succession, until the database is restored with the contents as of the desired day. Occasionally, as the number of incremental backups increases, the system administrator will perform another complete backup to establish a new baseline date; the incremental process is then repeated.

b.   <u>Communication Paths and Techniques</u>. The ITP structure, which consists of the following, supports ISM communications:

(1)   Host computers located at the installation sites.

(2)   Communications hardware and software to support local and long-haul connectivity.

(3)   User workstations located at Army installations.

(4)   Remote network and systems management tools located at the Army Network and Systems Operator Center (ANSOC).

The host computers at the ANSOC provide ISM application processing and ISM application databases for their client users, who gain access through workstations.

T1 circuits and fractional T1 bandwidth are provided for long-haul communications between the ANSOC and the installations. Bandwidth is provided through the DOD, Defense Information System Network (DISN) when spare capacity is available. When new service is required, it will be provided by either Defense Commercial Telecommunications Network (DCTN) or by Federal Telecommunications System (FTS) 2000 contracts.

The ITP at the installation includes intra-building Local Area Networks (LANs) and inter-building communications. Installations connect to long-haul communications via a router, which also attaches the Installation Information Transport System (IITS), which is connected to a hub in the user buildings. Building LANs consist of workstations and printers connected via 10BaseT intelligent hubs. In some areas, workstations will communicate via modem to an installation hub, which will interface to a router for long-haul communications.

DAMIS communicates between PC workstations and a local host either via an EIA RS-232-C serial connection or through an Ethernet LAN. Procomm terminal emulation software is used with the "VT100" emulation set and ISM host terminal type, set to "VTPC-C" for color monitors and "VTPC-M" for monochrome monitors. The baud rate, parity, and number of stop bits should match those of the ISM host. You can also use Telnet.

Typical configuration examples:

Serial connection using terminal emulation software with an IBM compatible PC. The PC hardware required is a serial port (COM1 or COM2 only). The software required is DOS 5.0 or higher and Procomm 2.4.2. Using Procomm, the following options should be set in the Terminal Setup section (accessed by pressing <Alt/S> on the keyboard. The other settings in this section are irrelevant.

         <u>Settings</u>:
         Terminal Type   : VT100
         Duplex   : FULL
         Line Wrap   : OFF
         Scroll   : ON

The following options should be set in the Line Parameters section (accessed by pressing <Alt/P> on the keyboard). All of these settings should match the particular PC hardware and ISM host configuration that you have. Parameters that are likely to vary are indicated with an "*".

Port	: COM1*
Baud rate	: 2400*
Parity	: SPACE*
Data Bits	: 7
Stop Bits	: 1

The TERM variable on the ISM host should be set to "VTPC-C" or "VTPC-M" for use with this configuration.

TCP/IP LAN connection using National Center for Super-computing Applications (NCSA) Telnet with a network interface card (NIC) in an IBM compatible PC. The PC hardware required is a 3COM 3C503 Ethernet NIC in addition to the PC. The NIC should be configured for "thinnet" (thin coaxial cable) and for memory mapped I/O by setting the jumpers as indicated for the card. Except for this change, use the factory default settings. The software required for the AT is:

DOS 5.0/6.0	Operating System
SMC/pkt8000.com	packet driver
TELBIN.EXE	CUTCP/CUTE program (NCSA Telnet)
netstart.bat	described below
telnet.bat	described below
config.tel	configuration file
vtpc-c.tbl	keymapping file for vtpc-c terminal type

The autoexec.bat file on the PC should be modified to run the program SMC/ pkt8000.com via a batch file called netstart.bat. This loads the packet driver that communicates between the NIC and the Telnet software with its correct configuration. The configuration is supplied as arguments to 3C503 and are, in order from left to right, 0x7e (Software interrupt number), 2 (Interrupt level number), 0x300 (shared memory address) and 1 (use thinnet adaptor). Since pkt8000 is a small (3K) TSR it can remain loaded all the time, even when not needed. The setting of the PATH variable should include the directory where the telbin.exe program is located along with the configuration and keymapping files.

The telnet.bat file should change directory to this directory and then run the telbin.exe program passing the argument supplied to telnet.bat. This is the name of the ISM host as described in the config.tel file.

Various settings in the config.tel file depend on the LAN configuration. The name and IP address of the PC workstation must be determined in consultation with the LAN administrator to avoid conflict with other devices on the LAN. In addition, at a minimum, the name(s) of the ISM host and its IP address must be set in the config.tel file.

In the following sample config.tel file, the variables marked with "*" should be set to particular values based on your PC/LAN/ISM host configuration. Other variables are optional and may be set according to preference. Text after a '#' is commentary. See the NCSA documentation for details.

myname=myname	# PC's LAN name; unique to LAN
myip=192.108.181.200	# PC IP address; unique to LAN

```
                    name=default
                    keymap="VTPC-C.tbl"          # sets default keymap
                    name=ISMHOST                 # ISM host's LAN name
                    hostip=192.108.181.72# ISM host's IP address
```

Additional pairs of lines like the last two may follow to indicate the LAN names and IP addresses of other hosts on the LAN. The TERM variable on the LAN hosts should be set to vtpc-c when using this configuration with the vtpc-c.tbl keymapping file selected.

Note: The IP address and names given above are examples only. Determine the correct values for your LAN in consultation with the LAN administrator.

To connect to the ISM host using the LAN, invoke the telnet.bat file with the name of the ISM host as an argument.

State-of-the-art, digital cellular communication is used where data links are critical.

c.   <u>Source Data Entry</u>. Redundant data entry is eliminated. Basic information is captured at the source using automated source data technology, such as bar coding and laser scanning.

d.   <u>Accuracy and Completeness</u>. Reducing the need for redundant data entry and implementing software edit checks will improve the accuracy and completeness of data. Read and write/update access control measures will also lower the error rate.

e.   <u>Better Utilization of Staff</u>. Administrative burdens are reduced by automating data-collection and report-generating functions. In some instances, manual tasks are eliminated, entirely.

f.   <u>Timeliness</u>. On-line access to centralized databases and electronic data transfer capabilities improves the timeliness of data.

g.   <u>Management Oversight</u>. Operational data are instantly available to all users at every level authorized to have access. Ad hoc query and report capabilities are provided, as well as standard, user-defined reports.

h.   <u>Graphics</u>. Graphics are used to summarize statistical data (i.e., pie charts, bar charts).

3.3.5   System Interfaces.

DAMIS references data stored in the ILIDB, which contains a subset of data from the Standard Installation/Division Personnel System (SIDPERS) database. Data contained in the ILIDB is reconciled with data from both SIDPERS and the Subject Area Database (SADB) periodically.

DAMIS application will directly interface with STAMIS, ISM, and other stovepipe systems such as SIDPERS and the ILIDB. These interfaces may be done as direct connect electronic record transfer. For systems that have restricted electronic connectivity capabilities, magnetic media data transfers may be used.

Connectivity to STAMIS, ISM, and stovepipes on or outside the installation is currently accomplished via SNA networks, the NIPERnet, LANs, or asynchronous/synchronous communication lines. Most installations have one network gateway to a major SNA network or to the NIPERnet. Some installations have both.

The DAMIS will consider both connectivity paths with combinations of SNA 3270 emulation

and file transfer or, in case of circuit unavailability, manual transfer of data via magnetic media. Use of any of these methods permits "upload/download" of data from STAMIS to the shared data file and to DAMIS data tables. Use of any existing network gateway may be considered until hardware and software supporting an open system environment (OSE) is installed.

3.4 SOFTWARE ORGANIZATION AND OVERVIEW OF OPERATION.

DAMIS operates under a Portable Operating System Interface for Computer Environments (POSIX) compliant (or nearly so) operating system (OS) using an American National Standards Institute-Structured Query Language (ANSI-SQL) Database Management System (DBMS). It was developed under the UNIX OS using the Extended Terminal Interface Prototype (ETIP) Designer Tool-kit with the INFORMIX DBMS and the UNIX tool-set.

ETIP Designer is used to construct most of the separate programs (software units) that comprise DAMIS. These ETIP programs are stand-alone, though they are normally executed via a master program. The master program executes each other program by suspending its own operation and invoking the other program as a subroutine in response to a menu selection. Each program may invoke other programs this way.

Some programs are written without ETIP and they may include Embedded Structured Query Language (ESQL) statements. Some of these are referenced within the ETIP based programs. DAMIS is written in C. Refer to Section 3.2, Software Inventory, for details.

The DAMIS programs communicate by shared access to the "damis" database. The database tables accessible by DAMIS are listed in Section 3.2.2.1. DAMIS also references various tables in the ILIDB. The DAMIS Database Design Specification (DBDD) manual (AISM 25-P6A-AVM-AIX-DBDD) contains more details about the database. Figure 3.4-1 is a directory of the menus and screens available to the DAMIS user.

```
Menu Name or Screen                                                                          Executable
Master Menu
????1. =Peacetime Menu                                                                 ==> damis_prg
?      ? ? ? ? 1. =Patient Services Menu                                                ==> patient_prg
?      ?      ? ? ? ? 1 .  Add/Change Individual Identification Data
?      ?      ????2.  Add/Change Patient Intake/Screening Data
?      ?      ? ? ? ? 3 .  Add/Change Patient Progress Data
?      ?      ? ? ? ? 4 .  Add/Change PCS Gain Data
?      ?      ? ? ? ? 5 .  Appointment Scheduling Menu
?      ?      ?    ????1.  Add/Ch ange/Delete Individual Appointment Data
?      ?      ?    ????2.  Print Individual Appointment Slip
?      ?      ?    ? ? ? ? 3 .  Group Session Appointment Menu                          ==> group_prg
?      ?      ?           ? ? ? ? 1 .  Setup/Change Group Appointment
?      ?      ?           ????2.  Record No-show for Individuals
?      ?      ?           ????3.  Delete Group Appointment
?      ?      ?           ????4.  Print Group Session Appointment Slip
?      ?      ?
?      ?      ? ? ? ? 6 .  Counselor Education Development Menu
?      ?      ?    ????1.  Add/Change Counselor Certification Course Data
?      ?      ?    ????2.  Maintain Counselor Internship Training Data
?      ?      ?    ? ? ? ? 3.  ADAPCP Academy of Health Sciences Course Maintenance
?      ?      ?    ????4.  Counselor Education Report Menu
?      ?      ?           ????1.  Print Counselor Certification Progress Report
?      ?      ?           ? ? ? ? 2.  Print Individual Counselor Internship and Certification Report
?      ?      ?           ????3.  Print Counselor Internship and Certification Summary Report
?      ?      ?           ????4.  Print Counselor Re-certification Progress Report
?      ?      ?           ????5.  Print Counselor Course Report
?      ?      ?           ????6.  Print ADAPCP Academy of Health Sciences Courses Report
?      ?      ?
?      ?      ? ? ? ? 7 . =Patient Services Query Menu                                  ==> patqry_prg
?      ?      ?    ????1.  Query for Positive Military Prescreen Urinalysis Results Data
?      ?      ?    ????2.  Query for Positive Military Laboratory Urinalysis Results Data
```

```
?    ?    ?      ?????3.  Query for Positive Civilian Laboratory Urinalysis Results Data
?    ?    ?      ????4.  Query for Patient Progress Reports
?    ?    ?       ?????5.  View Patient Intake/Screening Report
?    ?    ?       ?????6.  View Patient Progress Report
?    ?    ?
?    ?     ?????8.  = Patient Services Report Menu                                       ==>patrpt_prg
?    ?    ?      ????1. Print Pending Mandatory Commander Referral Report
?    ?    ?      ????2. Print Medical Referral Report
?     ?    ?      ????3. Print Incomplete Patient Intake/Screen Record Report
?    ?    ?      ????4. Print Incomplete PPR Report
?    ?    ?      ????5. Print PPR Due Date Report
?    ?    ?      ????6. Print Detailed Patient Information Report
?    ?    ?      ????7. Print Counselor Caseload Report
?    ?    ?      ????8. Print Patient Roster
?    ?    ?      ????9. Print Notification of Missed Appointment Report
?     ?    ?       ????10. Print Missed Appointment Report
?    ?    ?      ????11. Print Record of Missed Individual Appointment
?    ?    ?      ????12. Print Group Session Roster
?    ?    ?      ????13. Print Record of Missed Group Session Appointment
?    ?    ?      ????14. Print Counselor Appointment Log
?    ?    ?      ????15. Print Individual Summary Report
?    ?    ?      ????16. Print Individuals Identified and not Screened
?    ?     ?
?    ?     ?????9.  = Manpower Statistics                                               ==> manpower_prg
```

<center>Figure 3.4-1. DAMIS Hierarchy Diagram</center>

Menu Name or Screen

```
M    1
?     ?????2. =Biochemical Testing Menu                                                 ==> chemical_prg
?    ?     ?  ??1.     Military Urinalysis Specimen Testing Menu
?    ?    ?      ????1. Barcode
?    ?    ?             ????1.Scan Barcoded Military Specimen Data
?    ?    ?             ????2. Maintain Military Laboratory Results Data
?    ?    ?             ????3. Maintain Military MRO Evaluation Data
?    ?    ?        ??????2. Manual
?    ?    ?             ????1.  Add/Change Military Specimen Data
?    ?    ?             ????2. Maintain Military Laboratory Results Data
?    ?    ?             ????3. Maintain Military MRO Evaluation Data
?    ?    ?
?    ?     ?????2.     Civilian Urinalysis Specimen Testing Menu
?    ?    ?             ????1.Scan Barcoded Military Specimen Data
?    ?    ?             ????2. Maintain Military Laboratory Results Data
?    ?    ?             ????3. Maintain Military MRO Evaluation Data
?    ?    ?        ??????2. Manual
?    ?    ?             ????1.  Add/Change Military Specimen Data
?    ?    ?             ????2. Maintain Military Laboratory Results Data
?    ?    ?             ????3. Maintain Military MRO Evaluation Data
?    ?    ?
?    ?     ?????3.  = Biochemical Testing Query Menu                                     ==> bioqry_prg
?    ?    ?      ????1. Query for Positive Military Prescreen Urinalysis Results Data
?    ?    ?      ????2. Query for Positive Milit ary Laboratory Urinalysis Results Data
?    ?    ?      ????3. Query for Positive Civilian Laboratory Urinalysis Results Data
?    ?     ?
?    ?     ?????4.  = Biochemical Testing Report Menu                                    ==> biorpt_prg
?    ?    ?       ????1.  Print Commander Prescreen Urinalysis Test Results Report
?    ?    ?      ????2. Print Military Laboratory Urinalysis Test Results Report
?    ?    ?      ????3. Print Civilian Laboratory Urinalysis Test Results Report
?    ?     ?       ????4. Print Individual Military Urinalysis Testing Report
?    ?    ?      ????5. Print Individual Civilian Urinalysis Testing Report
?    ?    ?      ????6. Print Confirmation Rate Report
?     ?     ?       ????7. Print Rejection Rate Report
?    ?    ?      ????8. Print Military Previous Positives Report
?    ?    ?      ????9. Print Civilian Previous Positives Report
?     ?     ?
?    ?     ?????5.  = Manpower Statistics                                               ==> manpower_prg
?    ?
?     ????3. =Education Menu                                                            ==> education_prg
?    ?     ?????1.     Prevention Education Schedule Menu
?    ?    ?      ????1. Add/Change Education Class Data
```

```
?    ?    ?      ? ? ? ? 2 .  Delete Education Class Data
?    ?    ?      ????3.    Prevention Education Report Menu
?    ?    ?      ?      ? ? ? ? 1. Print Future Education Report by Class UIC
?    ?    ?      ?      ? ? ? ? 2. Print Future Education Report by Class Type
?    ?    ?      ?      ? ? ? ? 3. Print Future Education Report by Instructor
?    ?    ?      ?      ? ? ? ? 4. Print Future ADAPT Report
?    ?    ?      ?      ? ? ? ? 5. Print Past Education Report by Class UIC
?    ?    ?      ?      ? ? ? ? 6. Print Past Education Report by Class Type
?    ?    ?      ?      ? ? ? ? 7. Print Past Education Report by Instructor
?    ?    ?      ?      ? ? ? ? 8. Print Past ADAPT Report
?    ?    ?      ?
?    ?    ?      ????4.  Add/Change ADAPT Course Information
?    ?    ?      ????5.  Delete ADAPT Course Information
?    ?    ?      ????6.  Add/Change ADAPT Follow Up Report
?    ?    ?
?    ?      ????2.     ADAPCP Academy of Health Sciences Course Menu
?    ?    ?    ????1.  ADAPCP Academy of Health Sciences Course Maintenance
?    ?    ?    ????2.  Print ADAPCP Academy of Health Sciences Courses Report
?    ?    ?
?    ?    ? ? ? ? 3 .    UADC Education Development Menu
```

Figure 3.4-1. DAMIS Hierarchy Diagram – *Continued.*

Menu Name or Screen
```
M    1    3
?    ?    ?      ????1.  Add/Change UADC Certification and Training Data
?    ?    ?      ????2.  Delete and Print UADC Certification and Training Data
?    ?    ?      ????3.  UADC Education Report Menu
?    ?    ?          ????1.  Print UADC Certification Progress Summary Report
?    ?    ?           ????2.  Print UADC Certification List
?    ?    ?           ????3.  Print Units requiring UADC Report
?    ?    ?
?    ?    ? ? ? ? 4 .  = Manpower Statistics                                              ==> manpower_prg
?    ?
?    ? ? ? ? 4.     Program Management Menu
?    ?    ? ? ? ? 1 .     Unit Information Menu
?    ?    ?    ????1.  Update Local Units from ILIDB/SIDPERS
?    ?    ?    ????2.  Add/Change Unit Data
?    ?    ?    ????3.  Delete Unit Data
?    ?    ?     ????4.  Unit Discrepancies Report
?    ?    ?
?    ?    ? ? ? ? 2 .  Add/Change ADAPCP Site Information Maintenance
?    ?    ? ? ? ? 3 .  Add/Change/Delete Budget Data
?    ?    ? ? ? ? 4 .  Procurement Menu
?    ?    ?     ????1.  Add/Change Purchase Request Data
?    ?    ?     ????2.  Delete Purchase Request Data
?    ?    ?
?    ?    ? ? ? ? 5 .  Add/Change/Delete Authorizations Data
?    ?    ? ? ? ? 6 .  Personnel Management Menu
?    ?    ?    ????1.  Add/Change ADAPCP Employee Data
?    ?    ?    ????2.  Change ADAPCP Employee ID
?    ?    ?    ????3.  Delete ADAPCP Employee Data
?    ?    ?
?    ?    ? ? ? ? 7 .  Test Designated Positions Menu
?    ?    ?    ????1.  Add/Change Test Designated Position Data
?    ?    ?    ????2.  Delete Test Designated Position Data
?    ?    ?
?    ?    ? ? ? ? 8 .  RAPR Menu
?    ?    ?     ? ? ? ? 1 .  Update RAPR
?    ?    ?     ????2.  Print/View RAPR
?    ?    ?    ?    ????1.  Print/View Section I Data
?    ?    ?    ?    ????2.  Print/View Section II Data
?    ?    ?    ?    ????3.  Print/View  Section III Data
?    ?    ?    ?    ????4.  Print/View Section IV Data
?    ?    ?    ?    ????5.  Print/View Section V Data
?    ?    ?    ?    ????6.  Print/View Section VI Data
?    ?    ?    ?     ????7.  Print/View Section VII Data
?    ?    ?    ?    ????8.  Print/View RAPR
?    ?    ?    ?     ?????.  DA Form 3711-R
?    ?    ?    ?
```

?　?　?　　????3.　Transmit RAPR Data to ACSAP
?　?　?
?　?　　? ? ? ? 9 .　Program Management Report Menu
?　?　?　　????1.　Print Unit Listing By UIC
?　?　?　　????2.　Print Unit Listing By Unit Name
?　?　?　　????3.　Print ADCO Budge t Status Report
?　?　?　　????4.　Print Employee Budget Status Report
?　?　?　　????5.　Print ADCO Purchase Request Report
?　?　?　　????6.　Print ADAPCP TDA Report for One TDA
?　?　?　　?　???7.　Print ADAPCP TDA Report for All TDA
?　?　?　　????8.　Print ADAPCP Working TDA Report for One TDA
?　?　?　　????9.　Print ADAPCP Working TDA Report for All TDA
?　?　?　　????10. Print ADCO Personnel Report
?　?　?　　????11. Print Test Designated Position Listing
?　?　?　　????12. Print ADCO Manpower Utilization Report
?　?　?　　????13. Print ADAPCP Employee Data Report
?　?　?　　? ? ? ? 14. Print/View Installation RAPR

Figure 3.4-1.　DAMIS Hierarchy Diagram – *Continued.*

Menu Name or Screen
M　　1　　4　　　　　14
?　?　?　　　　　? ? ? ? 1 .　Update RAPR
?　?　?　　　　　? ? ? ? 2 .　Print/View RAPR
?　?　?　　　　　? ? ? ? 3 .　Transmit RAPR Data to USADAOA
?　?　?
?　?　　? ? ? ? 10. Manpower Statistics
?　　? ? ? ? 5. ADAPCP Report Menu
?　?　　? ? ? ? 1 .　Patient Services Report Menu
?　?　?　　????1.　Print Pending Mandatory Commander Referral Report
?　?　?　　????2.　Print Medical Referral Report
?　?　?　　????3.　Print Incomplete Patient Intake/Screen Record Report
?　?　?　　? ? ? ? 4 .　Print Incomplete PPR Report
?　?　?　　????5.　Print PPR Due Date Report
?　?　?　　????6.　Print Detailed Patient Information Report
?　?　?　　????7.　Print Counselor Caseload Report
?　?　?　　????8.　Print Patient Roster
?　?　?　　????9.　Print Notification of Missed Appointment Report
?　?　?　　????10. Print Missed Appointment Report
?　?　?　　????11. Print Record of Missed Individual Appointment
?　?　?　　????12. Print Group Session Roster
?　?　?　　????13. Print Record of Missed Group Session Appointment
?　?　?　　????14. Print Counselor Appointment Log
?　?　?　　? ? ? ? 1 5 . Print Individual Summary Report
?　?　?　　????16. Print Individuals Identified and not Screened
?　?　?
?　?　　? ? ? ? 2 .　Biochemical Testing Report Menu
?　?　?　　????1.　Print Commander Prescreen Urinalysis Test Results Report
?　?　?　　????2.　Print Military Laboratory Urinalysis Test Results Report
?　?　?　　????3.　Print Civilian Laboratory Urinalysis Test Results Report
?　?　?　　????4.　Print In dividual Military Urinalysis Testing Report
?　?　?　　????5.　Print Individual Civilian Urinalysis Testing Report
?　?　?　　????6.　Print Confirmation Rate Report
?　?　?　　????7.　Print Rejection Rate Repor t
?　?　?　　????8.　Print Military Previous Positives Report
?　?　?　　????9.　Print Civilian Previous Positives Report
?　?　?
?　?　　? ? ? ? 3 .　Education Report Menu
?　?　?　　? ? ? ? 1. Prevention Education Report Menu
?　?　?　?　　????1.　Print Future Education Report by Class UIC
?　?　?　?　　????2.　Print Future Education Report by Class Type
?　?　?　?　?　　? ? ? ? 3 .　Print Future Education Report by Instructor
?　?　?　?　　????4.　Print Future ADAPT Report
?　?　?　?　　????5.　Print Past Education Report by Class UIC
?　?　?　?　　????6.　Print Past Education Report by Class Type
?　?　?　?　　????7.　Print Past Education Report by Instructor
?　?　?　?　　????8.　Print Past ADAPT Report
?　?　?　?
?　?　?　　????2.　Counselor Education Report Menu
?　?　?　?　　????1.　Print Counselor Certification Progress Report
?　?　?　?　　????2.　Print Individual Counselor Internship and Certification Report

?   ?   ?   ?   ?   ???3.   Print Counselor Internship and Certification Summary Report
?   ?   ?   ?   ????4.   Print Counselor Re-certification Progress Report
?   ?   ?   ?   ????5.   Print Counselor Course Report
?   ?   ?   ?   ????6.   Print ADAPCP Academy of Health Sciences Courses Report
?   ?   ?   ?
?   ?   ?   ????3.   UADC Education Report Menu
?   ?   ?   ? ? ? ? 1 .   Print UADC Certification Progress Summary Report
?   ?   ?   ? ? ? ? 2 .   Print UADC Certification List
?   ?   ?   ? ? ? ? 3 .   Print Units Requiring UADC
?   ?   ?
?   ?   ? ? ? ? 4 .   Program Management Report Menu
?   ?   ? ? ? ? 1.   Print Unit Listing By UIC
?   ?   ? ? ? ? 2.   Print Unit Listing By Unit Name

<div align="center">Figure 3.4-1. DAMIS Hierarchy Diagram – Continued.</div>

Menu Name or Screen
M   1   4

?   ?   ? ? ? ? 3.   Print ADCO Budget Status Report
?   ?   ? ? ? ? 4.   Print Employee Budget Status Report
?   ?   ? ? ? ? 5.   Print ADCO Purchase Request Report
?   ?   ? ? ? ? 6.   Print ADAPCP TDA Report for One TDA
?   ?   ? ? ? ? 7.   Print ADAPCP TDA Report for All TDAs
?   ?   ? ? ? ? 8.   Print ADAPCP Working TDA Report for One TDA
?   ?   ? ? ? ? 9.   Print ADAPCP Working TDA Report for All TDAs
?   ?   ? ? ? ? 10. Print ADCO Personnel Report
?   ?   ? ? ? ? 11. Print Test Designated Position Listing
?   ?   ? ? ? ? 12. Print ADCO Manpower Utilization Report
?   ?   ? ? ? ? 13. Print ADAPCP Employee Data Report
?   ?   ? ? ? ? 14. Installation RAPR Menu
?   ?   ????1.   Update RAPR
?   ?   ????2.   Print/View RAPR
?   ?   ?   ? ? ? ? 1.   Print/View Section I Data
?   ?   ?   ? ? ? ? 2.   Print/View Section II Data
?   ?   ?   ? ? ? ? 3.   Print/View Section III Data
?   ?   ?   ? ? ? ? 4.   Print/View Section IV Data
?   ?   ?   ? ? ? ? 5.   Print/View Section V Data
?   ?   ?   ? ? ? ? 6.   Print/View Section VI Data
?   ?   ?   ? ? ? ? 7.   Print/View Section VII Dat a
?   ?   ?   ? ? ? ? 8.   Print RAPR (DA Form 3711-R)
?   ?   ?
?   ?   ????3.   Transmit RAPR Data to USADAOA
?   ?
?   ? ? ? ? 6. =Ad Hoc Query   ==> adhoc_prg
?   ????1.   Create a Basic Ad Hoc Query (V 4.01)
?   ????2.   Create an Advanced Ad Hoc Query
?   ????3.   Change a Saved Ad Hoc Query
?   ????4.   Delete Ad Hoc Queries
?   ????5.   View/Print Saved Ad Hoc Query Results
?   ????6.   View Saved Ad Hoc Query Statements
?

????2. *Transition to War Menu
????3. *Wartime Menu
????4. *Demobilization Menu
????5. *Customer Assistance Menu
?   ? ? ? ? 1.   Telephonic
?   ? ? ? ? 2. *Message
?   ? ? ? ? 3.=+Problem Report   ==> ecps_prg
?   ?   ? ? ? ? 1 .   Add/Change Problem Report/ECP -S
?   ?   ? ? ? ? 2 .   View Problem Report/ECP -S
?   ?   ? ? ? ? 3 .   Delete Problem Report/ECP -S
?   ?   ? ? ? ? 4 .   Submit Problem Report/ECP-S
?   ?
?   ? ? ? ? 4.   ISM Data Sheet
?
????6.   Problem Reports/ECP -S Submission
?   ?   ? ? ? ? 1 .   Add/Change Problem Report/ECP -S
?   ?   ? ? ? ? 2 .   View Problem Report/ECP -S
?   ?   ? ? ? ? 3 .   Delete P roblem Report/ECP -S
?   ?   ? ? ? ? 4 .   Submit Problem Report/ECP-S
?   ?

????7. =+Damis Administration Menu   ==> admis_prg
?   ? ? ? ? 1. Security Administration Menu
?   ?   ? ? ? ? 1 . Add/Change DAMIS User
?   ?   ? ? ? ? 2 . Delete DAMIS User
?   ?   ? ? ? ? 3 . Add Alternate ISM Administrator
?   ?   ? ? ? ? 4 . Print User Profile Report
?   ?   ? ? ? ? 5 . Update ISM Transfer File

Figure 3.4-1. DAMIS Hierarchy Diagram – *Continued.*

Menu Name or Screen
M   7
?   ? ? ? ? 2. Customize DAMIS Data Menu
?   ? ? ? ? 3. =Setup Installation-Specific Menu   ==> install_prg
?   ?   ? ? ? ? 1 . Add/Change Menu Entries
?   ?   ? ? ? ? 2 . Delete Menu Entries
?   ? ? ? ? 4. Peripheral Administration Menu
?   ?   ? ? ? ? 1 . Add/Change Application Printers
?   ?   ? ? ? ? 2 . Delete Application Printers
?   ?
?   ? ? ? ? 5. Data Management Menu
?   ?   ? ? ? ? 1 . Purge All Historical Data
?   ?   ? ? ? ? 2 . Perform Complet e DAMIS-FS Backup
?   ?   ? ? ? ? 3 . Perform Incremental DAMIS-FS Backup
?   ?   ? ? ? ? 4 . Restore DAMIS-FS Data
?   ?   ? ? ? ? 5 . Query Valid Codes for Short Name
?   ?
?   ? ? ? ? 6. Individual ID Correction Menu
?   ?   ????1. Correct Individual ID to Match Military Urinalysis Custody Document
?   ?   ? ? ? ? 2 . Correct Individual ID to Match Civilian Urinalysis Custody Document
?   ?   ? ? ? ? 3 . Correct Individual ID Within Patient Services
?   ?   ? ? ? ? 4 . Correct Individual ID Date Within Patient Services
?   ?
?   ? ? ? ? 7. Data Deletion Menu
?   ?   ? ? ? ? 1 . Delete Erroneous Military Urinalysis data
?   ?   ? ? ? ? 2 . Delete Erroneous Civilian Urinalysis data
?   ?   ? ? ? ? 3 . Delete Erroneous Individual Patient Services Data
?   ?   ? ? ? ? 4 . Delete Erroneous Patient Intake/Screening Data

?   ?   ? ? ? ? 5 . Delete Erroneous Patient Progress Report Data
?   ?   ? ? ? ? 6 . Print Deletion Audit Report
?   ?
?   ? ? ? ? 8. =Ad Hoc Query Administration Menu   ==> admin_prg
?   ?   ? ? ? ? 1 . Select Elements to Show
?   ?   ? ? ? ? 2 . Add/Change Elements Comments
?   ?
?   ? ? ? ? 9. Load Laser Fonts
?
????8. =Inst allation-Specific Applications Menu   ==> install_prg
?   ? ? ? ? 1. Shell – exit to return
?
????9. View Documentation/Regulations Menu
        ????1. View Governing Regulation (Primary)
        ????2. View End User Manual (EM)
        ? ? ? ? 3 . View Implementation Procedure (IM)
        ????4. View Maintenance Manual (MM)
        ????5. View ISMSIS
        ????6. View Configuration Control Manual (CCM)
        ????7. View Functional Description (FD)

Figure 3.4-1. DAMIS Hierarchy Diagram

3.4.1   Performance.

Accessing DAMIS forms is virtually immediate. Large reports may take several minutes to process, depending on size and complexity of queries. Disturbances in the connections to the system over any telecommunications pathways may reduce the access time for DAMIS forms and menus. The DAMIS application adheres to the following performance requirements:

a.   Built around a relational database with a query capability to retrieve DAMIS data. The processes used to retrieve data are easy to use, menu-driven, and require minimal external user training. Help screens and embedded tutorials are provided to enhance user's confidence and reduce training time.

b.   Contains a dictionary of data elements, codes and values that can be accessed on-line.

c.   Distinguishes between different types and levels of users for adequate data integrity and confidentiality. The DAMIS is able to restrict access to processes and data, based on the type of user and the access authority granted.

d.   Is available to the users 24 hours per day, 7 days per week, except for periods where system maintenance is required. However, system maintenance will be performed during low processing periods, e.g., on weekends.

e.   Provides utilization and management statistics to track support module use, number of users having access to the module, storage requirements for applications software, storage requirements for DAMIS data, and processing cycles required (average daily, weekly, and monthly).

f.   Produces an archival record of application/database changes.

g.   Provides information concerning the version in use for configuration management.

h.   provides the ability to do cross-system queries that will allow you to:

- select and combine information from one or two files,
- specify the ordering of data in reports,
- specify exactly how the report is to appear with page headings and footings and column headings,
- save the specifications that generate each report,
- save selected query results.

i.   User-friendly. Some of the criteria used to determine the degree to which the DAMIS is user-friendly are: the system learning curve, how well the user remembers how to use the program, speed of performance, rate of user error, and user satisfaction. The way it optimizes user friendliness is by displaying system data entry screens and menus in a standard format with standard function keys used throughout the system.

j.   Restricts access to functions by user name and password.

k.   Provides a command line describing actions you can take on a specific screen. For example, <F1> Help. The user interface is sufficiently informative that an experienced user will not have to rely on printed documents, such as user manuals, to execute the normal tasks.

l.   Treats all alphabetic entries as the capitalized case; the system is not case sensitive.

m.   allows you to press the <Esc> key before completing any transaction.

n.   verifies data type, values, and ranges for each data field.

o.   provides the option of directing system output to the screen, a printer, or a file.

p.   provides access to an electronic mail system.

q.   designed to allow data retrieval and querying functions to support any required reports.

3.4.2 Accuracy and Validity.

The following items represent the minimum accuracy and validity performance requirements:

a. Accuracy is critical for data elements identifying requisitions/purchase requests, items ordered, and accounting codes.

b. DAMIS completely edits all interactive and batch transactions for valid codes in each data element, and it is consistent with other data elements in the transaction data in the database. If an error is made in data entry, DAMIS will notify you and allow correction of the appropriate fields without forcing the re-keying of every entry. It processes all transactions through all edits and reports all errors.

c. In editing interactive and batch transactions, DAMIS employs valid code tables. Changes to the code table are effective in the edits without programmer support.

d. DAMIS incorporates transaction logging and error recovery procedures. It will not lose data nor leave incomplete transactions in the database as the result of a system malfunction.

e. DAMIS maintains accurate data and produces accurate reports, using all the data in the system. Defining data fields that are selected or combined to produce the desired report is crucial to the success of the application. Calculations involving dollar amounts are accurate to the third decimal place and rounded to the .5 mil rule. Data transmitted to the DAMIS are 100% accurate.

f. Final validity of DAMIS requires testing in accordance with test bed TB 18-104, *Army Automation - Testing of Computer Software* and the ISM Configuration Management Plan.

3.4.3 Timing.

There are three major concerns regarding timing:

a. Availability of updated information from external sources.

b. Availability of information from the installation shared database.

g. Responsiveness of the system to the user.

3.4.4 Availability of External Data.

DAMIS is able to receive input data via magnetic media or electronic data transfer, either on-line directly from another system or via modem and download.

a. <u>User Profile Data</u>. Since the primary purpose of DAMIS is to reduce the redundant entry of existing data and reduce the probability of errors entering the system, DAMIS has user profile data posted to its data files. These data are used to establish authorization for the individual to access the system and are tested against personnel, unit, phone, and address files.

3.4.5 User Responsiveness.

a. <u>Response time from receipt of input data to availability of products</u>. DAMIS edits interactive transactions and update tables on-line. Both invalid codes and inconsistent data elements (transaction and resident) are corrected at the time of input. The data will then be immediately available to all processes and sub-processes.

    b.   <u>Response time to queries and updates</u>.

        (1)   Queries and updates for data input/update on an individual record will have an immediate response time of not more than one second, ninety percent of the time. This response time is the target for a directly connected device, which are not confused with communication-related lag times-communication lags attributed to dial-ins, communication controllers, multiplexors (MUXs), concentrators, LANs, etc. This target response time is a database design requirement.

        (2)   Queries and updates on multiple records provide adequate response in not more than one second, ninety percent of the time. These transactions take place within an installation, assuming adequate application connectivity is in effect.

3.4.6 Controls.

Through the "DAMIS Administration Menu" the DAMIS Administrator controls which user LOGIN ID's have access to the specific DAMIS functions. The installation Directorate of Information Management (DOIM) and installation level SAFP for DAMIS have established ISM controls to ensure the proper use of the ISM in support of the overall mission.

The SA at the ANSOC is responsible for supervisory controls, including system identification and security, user services, disk management, file system administration, performance management, and interaction with operating system controls.

3.5 CONTINGENCIES AND ALTERNATE STATES AND MODES OF OPERATION.

There is no difference in the operation of this ISM during peacetime, war, or conditions of alert. During any emergency condition, you must know how to safeguard against loss of information. This section outlines methods used for saving and restoring data, implementing manual procedures, substituting equipment, and operating in degraded mode.

CAUTION: In case of system failures, or "crashes," and other abnormal shutdowns of the ANSOC computer or workstation, contact the SA or DOIM before continuing operation.

3.5.1 Failure Contingencies.

DAMIS requires three types of failure contingency safeguards in case of user error or hardware/ software failure:

- Back Up
- Fall back
- Degraded Modes of Operation

3.5.1.1 Backup.

Backups are copies (archives) of computer files that are made to preserve existing work. Failed systems that have not been backed up may be impossible to recover. System recovery can require one or more of the following:

    a.   <u>Program Backup</u>. Use this backup to restore the latest version of the ISM application software and is separate from the database.

    b.   <u>Data Backup</u>. Use this backup to restore the database to a point as it existed immediately before a failure and comes from three sources:

        (1)   <u>Transaction Buffer</u>. Work that is currently in progress in placed into a

temporary transaction buffer. If the RDBMS crashes, this temporary buffer will be restored after the system is restarted. Both storage and recovery of transaction buffers are performed automatically by the RDBMS.

(2) Transaction Log. A record of all completed transactions is automatically written to a transaction log. This log is written onto external or removable media and used to roll back transactions, restore databases from archives, and recover from system failures. Transactions that are incomplete at the time of failure will be permanently lost.

(3) Database Backup. This is a copy of the entire database, which is made on a daily basis, and which is used to recover a database that has been completely, destroyed.

c. Electrical Power Backup. In case power to the computer is suddenly lost, an un-interruptible power system (UPS) will automatically provide between 20 and 30 minutes of continuous power to the system. This prevents the computer from shutting down in the middle of saving files.

Backup requirements are those, necessary to ensure continued achievement of system functions. There are two primary types of system backup:

a. Automatic Backup. The system automatically saves work entered into system memory to a restorable temporary file. The purpose is to save on-going work from loss in case of an abnormal system shutdown. On restart of the system, the user is informed that a temporary file exists from a previous abnormally ended session and it can be queried on whether or not the system should restore the files.

b. Routine Backup. The system does routine periodic backups. The backup of data tables that were changed during the day is backed up to external or removable media during the end-of-day functions. The system keeps track of the time lapse between backups and notifies the user if a (table-driven) period of time has been exceeded without performing a backup. For example, if the end-of-day routine requires a backup of certain data tables and the system detects that no backup function has been performed during a 24-hour period, the SA is notified and told to perform the backup before beginning the next day's processing. The backup and subsequent restore processes are easy for the SA to perform.

3.5.1.2   Fall Back.

Use fall back techniques to ensure the continued satisfaction of the specific requirements of the system in the event of a system failure.

a. Workstation failures. There are two, primary fall back techniques:

1) Alternate Equipment. If a terminal or PC workstation fails, another one should be used in its place. If a printer fails or is unavailable, print output should be rerouted to another printer or the printer should be replaced.

2) Manual Operations. If automated system is not available, manual procedures should be used to perform transactions until the automated system is back in operation. When the system is back in operation, the manual transactions are entered into the system. The system includes the ability to reroute output to different devices in the event that the normal output device is unavailable. For example, if a standard report is normally routed to a specific printer, the user has the option of re-directing the output to another printer as the

situation dictates.

  b.   Installation Failures. In case the installation system fails, you should contact the installation SA or DOIM for instructions.

3.5.1.3   Degraded Modes of Operation.

This provides for operating the system according to a priority established in order of importance or urgency. The priority for operating any ISM in degraded mode is as follows:

Table 3.5.1. Degraded Modes of Operation	
Priority	**Operation**
(1)	Interactive input of data
(2)	Standard report generation
(3)	Loading input data from other sources (e.g., ASMIS)
(4)	Transmitting data to other organizations (e.g., Staff Agencies)
(5)	Ad hoc queries of the database

3.5.2   Restart/Recovery.

  a.   General.   The application software requires no restart procedures. However, the RDBMS automatically logs transactions that are completed. If the RDBMS crashes, an archive copy of the database is restored to disk, and the database is rolled forward to a point just before the failure. If any transactions were not completed, the database will be rolled back to the last completed transaction.

  b.   Policy. RDBMS transaction logging is automatic and has the default "checkpoint interval" of 20 minutes, which can be changed by the Database Administrator (DBA). Backups of the database must be performed a minimum of once per day. Backups of the application software can be conveniently performed when the database is backed up. ANSOC personnel will perform backups of applications, the ILIDB, and subject area databases.

  c.   Data Recovery.   In case the ISM program has been corrupted or destroyed, the backup copy is restored. To recover a destroyed database, the latest backup is restored and then the contents of the transaction log read in. When the system is restarted, it checks for the existence of a complete transaction and automatically recovers; the RDBMS notifies users when an automatic recovery from backup is being performed.

3.6   SECURITY AND PRIVACY.

The information contained in this application is designated unclassified sensitive-two (US-2). US-2 is unclassified information, which primarily must be protected to ensure its availability and/or integrity.   This information also requires protection from unauthorized personnel to ensure confidentiality.   Examples of US-2 include information dealing with logistics, medical care, personnel management, Privacy Act data, contractual data and "*For Official Use Only (FOUO)*" information.

All data, which is subject to the Privacy Act, pursuant to Public Law 93-579, will be handled in such a manner as to preclude unauthorized release of the information.   The Personnel Locator application data tables will contain information that must be safeguarded against unauthorized

assess.

Only users with a valid login ID and PASSWORD may access the DAMIS ISM. DAMIS SA must grant privileges to a user to access the various options of the ISM.

3.6.1 Threat Types.

There are several possible threats to which the system could be subjected. These threats are taken into consideration in the development of safeguards.

3.6.2 Unauthorized Access.

This type of threat concerns an individual attempting to gain access to the system who is not authorized to either use the system or has a "need to know." The system provides safeguards against these types of "hackers" or "idle curiosity seekers."

3.6.2.1 Fraud and Embezzlement.

This type of threat concerns an individual authorized system access attempting to falsify requisition records for purpose of acquiring unauthorized items. The system provides safeguards against any one individual having complete control over an entire accounting transaction; and maintains permanent, unalterable audit logs of record access.

3.6.2.2 Other Threat.

This type of threat concerns the physical misappropriation of the computer containing the application program and its data bank/database. The system includes safeguards such as encryption of data elements, if appropriate, to prevent sensitive data from falling into the wrong hands by physical misappropriation of the system hardware.

3.6.2.3 Service Interruption/Degradation.

This type threat is normally related to scheduled or unscheduled availability of the system to run the application as intended. The disruption may be due to power outages, environmental situations, etc. The system provides safeguards for restoring systems abnormally terminated/shut down.

3.6.2.4 Human Errors of Commission and Omission.

This type of threat is normally related to user carelessness or ignorance. The system provides safeguards by automatically performing edit checks for enumerated values, acceptable ranges, etc.

3.6.2.5 Privacy Violations.

This type of threat involves unauthorized release of personnel information protected under the Privacy Act of 1974, Section 5, United States Code 552a. Data elements identified as protected under the Privacy Act are safeguarded by the system through encryption, user access levels, or other controls as appropriate.

3.6.2.6 Sabotage.

This type of threat would most likely involve an authorized user deliberately erasing or otherwise destroying system data files and/or backup file media. The system periodically determines duration between system sessions and last system backup. The system also periodically requires a backup to be generated if some predetermined number of sessions has occurred without the operator voluntarily performing a backup operation. The backup ensures that at least three separate backup copies are maintained and the system cycles through them interactively.

3.6.2.7   **Industrial/Military Espionage.**

This threat would normally involve a former user gaining access to the system for some personal benefit. The system provides safeguards to require inactive USERID to be deleted from the system. The system also requires periodic mandatory change of authorized user passwords.

<div align="center">

WARNING

</div>

> IT IS A VIOLATION OF FEDERAL LAW TO ACCESS, COPY, OR OTHERWISE USE GOVERNMENT COMPUTER RESOURCES WITHOUT SPECIFIC AUTHORIZATION.

3.7   ASSISTANCE AND PROBLEM REPORTING.

Obtain assistance by contacting the Customer Assistance Office (CAO) at the appropriate ANSOC, unless instructed to report to an intermediate source first. Report problems using the procedures described in the Configuration Control Manual, AISM 25-P6A-AVM-AIX-CCM. Use DA Form 5005-R, "Engineering Change Proposal-Software (ECP-S)" to report the problem and submit it to the appropriate ANSOC. You may report the problems on the Fort Huachuca hot line DSN: 879-6798/6858 or on commercial line 1-800-305-3036.

4   ACCESS TO THE SOFTWARE

This section provides the instructions necessary to assist both the first-time and occasional end users of the DAMIS ISM application in gaining access to the system. This section also describes how to access the DAMIS system reliably without detailed knowledge of the functional capabilities of the application.

4.1   FIRST-TIME USER OF THE SOFTWARE.

This section discusses procedures for the first time use of DAMIS. Each user must have a USERID and a password to access the DAMIS application. The USERID identifies you to the system and the password further verifies the level of access you will have. The SA is responsible for assigning USERID and passwords.

CAUTION: After the final workday transaction has been completed, press <F6> until the LOGIN prompt appears and switch off the monitor.

4.1.1   Equipment familiarization.

This section describes how to access DAMIS using the 386/486 PC. The following paragraphs describe the specifications/attributes of the equipment supporting DAMIS:

a.   Power and Adjustments.

   (1)   Make sure the PC and monitor are plugged into a power outlet, and that the keyboard is plugged into the PC.

   (2)   First, press the power switch to turn on the PC. Then, press the power switch to turn on the monitor. After boot-up is complete, the operating system prompt will appear.

   (3)   Adjust the angle of the viewing screen by tilting it up, or down or swiveling it left to right. If necessary, adjust the brightness and contrast.

b.   Cursor. The cursor shows the position where typed-in text will appear on the screen.

   (1)   Four cursor types are available: line or block, blinking or not blinking. Set cursor type using the operating system setup.

   (2)   You can use the <Enter> key, arrow keys, or <Tab> key to position the cursor at the desired data entry point.

c.   Keyboard Layout. There are 12 function keys, labeled <F1> through <F12>, located across the top of the keyboard. DAMIS does not support the use of a mouse.

   (1)   Refer to Appendix "C", ISM User Interface Standards, to find out what each function key means when using the software.

   (2)   Specialized function keys, which may not appear in Appendix C, are described throughout Section 5, Processing Reference Guide.

d.   Turning Power Off. If you want to turn off the power to the computer, you should first press <F3> to save any work in progress, then press <F6> until the UNIX login ID appears. When using Telnet or Procomm, there is no need to logout first. However, if you have more than two sessions running at the same time, you should end all sessions before turning off the PC.

4.1.2   Access control.

This paragraph presents an overview of DAMIS access and relevant security features.

a. <u>Obtaining a password</u>. The system needs a unique login and password for a user to access. A user must also be granted privileges by the DAMIS SA to run the different options of the ISM. The DAMIS SA for the installation should be contacted for information relative to access to the DAMIS ISM.

b. <u>Password Controlled Functions</u>. The installation DAMIS SA should be contacted for information about password controlled functions.

c. <u>Report Security and Privacy Considerations</u>. Data elements identified as protected under the Privacy Act are safeguarded through user access levels.

4.1.3 Installation and setup.

The U.S. Army 7th Signal Command supervises DAMIS installation. ANSOC personnel install the application software onto the host computer, and the ANSOC SA administers the system. The DAMIS FA is responsible for initial setup and customization according to requirements of the installation where DAMIS is being used. AISM 25-P6A-AVM-AIX-SIP, DAMIS Software Installation Plan (SIP), contains both installation and initial setup instructions. To be identified as a user or authorized to access or install DAMIS software, contact the DAMIS FA.

4.2 INITIATING A SESSION.

To successfully access the DAMIS host computer, you must first obtain the necessary login name and password from your SA. If your PC has a direct connect to the LAN, then use the procedure to login to the DAMIS application.

4.2.1 Beginning DAMIS Processing.

After successfully logging-in to DAMIS via the ISM computer, you are ready to begin processing. Upon accessing DAMIS, a start-up 'warning' screen will appear.
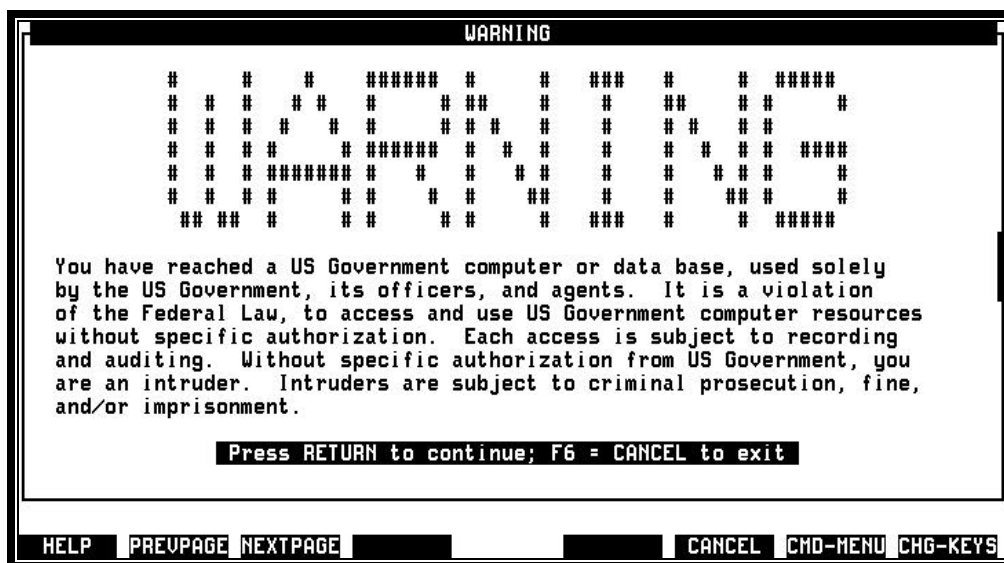
Figure 4.2-1. Federal Warning Screen

a. <u>To continue</u>, press <Enter>. Then, follow the instructions supplied in Section 5, Processing Reference Guide.

b. <u>To cancel</u> and return to the **{Login:}** prompt, press <F6>. Then, follow the appropriate procedure for disconnecting from the ISM computer:

(1) Press <Alt/X> to exit a Telnet session, or

(2)   Press <Ctrl/X> twice to exit an ISM dialing session.

4.3   STOPPING AND SUSPENDING WORK.

You can stop work and exit the system at any time, but before exiting, press <F3> to save current information.

a.   To stop or interrupt use of the system, press <F6> to abort system start-up (if the warning screen is still displayed) or to get back to the Master Menu (if the system is already running).

b.   To suspend an operation, refer to the paragraph in this manual describing that specific operation.

5   PROCESSING REFERENCE GUIDE

This section provides detailed descriptions of the functional and technical processing capabilities of the DAMIS ISM application.

5.1   CAPABILITIES.

This section describes the capabilities of DAMIS and the inter-relationships of its functions, menus, screens, and reports.   The paragraph 5.3, below discusses the functionality, which is currently implemented in version 10.00.   The remaining functionality will be implemented through the Engineering Change Proposal-Software (ECP-S) process.

5.2   CONVENTIONS.

This section presents the standard conventions used throughout the application.

Menu selection:	Use the arrow keys to position a menu bar and highlight your selection, then press the <Enter> key to select the menu item. Menu items may also be selected by typing the number of your choice and pressing <Enter>.
Menu de-selection:	Press <F6> to move to a previous menu level or to cancel an action. To change a keyed-in menu selection, press the backspace key to clear the buffer, then key in the new selection and press <Enter>.
Entering dates:	At a "Date Range Selection Menu", enter dates as YYYY/MM/DD or YYYYMMDD or YYMMDD. The current date responds to "today" or "t". Dates are converted to the following format for display: "YYYY/MM/DD."
Entering time:	Use military time at a "Time Range Selection Menu". Typing "now" inserts the current military time.
SSN Identification:	DAMIS uses the SSN throughout to identify a soldier. Entering a SSN displays existing system data for that soldier. From a blank menu, entering the SSN will fill the buffer for the SSN field, which will then display system information. If the field is already populated with a SSN from a previous entry however, you must press <Enter> to activate the search function.
Message line:	As you advance to each field, the system displays instructions specific to the current field at the bottom of the screen.
Field choices:	When completing an input screen, values associated with the field are available for display if the F2 box at the bottom of the screen displays "Choices." Pressing <F2> will display a list of field values in a "pop-up" window at the top of the screen. Highlight your choice from the list and press <Enter> to select that field value (From some selection menus, the system prompts you to use <F2> to mark selections. In this case selections are marked with a ">" character.)
	"Choices" screens may include up and down pointers at the right side of the screen. This indicates that more choices are available for the field than can appear at one time. A "down pointer" signals that more field choices can be viewed on the next page (accessed by <F3> or <Page Up> or <Ctrl/W>). An "up pointer" signals that previous choices can be redisplayed (accessed by <Page Down> or <Ctrl/V> or <F2>, previous page). Use the <Home> key to go back

	to the beginning of the list; <End> moves to the last choice of the list. You can also key in the first few letters of a selection to position the menu bar directly to that field (e.g., to quickly select "United States" from a list of countries, key in "uni").
Case sensitive:	Since UNIX is case sensitive, entering items with the Caps Lock key active may not produce the results desired. Since items entered lowercase will be converted automatically to uppercase, do not activate the Caps Lock function.
Record locking:	In a relational database, a record, can only be accessed by one user at a time. A Structured Query Language (SQL) error message may appear during operation of the system if a record you are trying to access is locked by another user. In this event, cancel the operation and reattempt access after a few minutes. SQL errors related to record locking are as follows: 233, 243, 244, 245, 246, 250, 271, 289, 291, 378, and 534.

Some of the standard Function Key (PF Key) definitions for the DAMIS Software are in this section. Section 8 contains additional information on user interface standards.

Table 5.2.1. Definitions of Function Keys	
KEY	**FUNCTION**
<F1>	Display context-sensitive HELP screen
<F2>	Display choices of items for selected field. Also allows you to mark an item.
<F3>	Accept entries and move to next activity.
<F6>	DO NOT accept entries--return to previous activity.
<F8>	Display next set of function keys.
<F8><F1>	Prints the requested form/report.
<F8><F2>	View the requested form/report.
<F8><F4>	Will return to the previous page.
<F8><F5>	Moves the data displayed on-screen down one page.

5.2.1   Input Requirements

DAMIS is to be used as an interactive application. This means that it is designed for access and use from a terminal. DAMIS gets data residing in the application's specific Subject Area Database (SADB); however, DAMIS may also retrieve input from the ILIDB. Initially, the majority of the data input will be from the end user. But as users add to the common SADB, more and more of the data needed would be provided. Some reports and queries will require you to specify a range of dates to begin and end the report or query. Other times, you will provide a Social Security Number (SSN) to locate specific pieces of information for an individual.

5.2.2   Input Formats

In general, DAMIS menus and data entry screens provide format instructions for the fields they contain. Additional instruction on the format or nature of the expected input may be obtained by pressing <F1 HELP> or <F2 CHOICES>. Appendix "E" of the DAMIS FD contains a Data Element Dictionary, which describes composition and length of data elements used by this system.

5.2.3   Composition Rules

DAMIS screens show you each field's expected number of characters or the character limit. Some fields have range and validity checks. If you make an incorrect entry, you will be provided a meaningful error message.

5.2.4   Input Vocabulary

Each screen is composed of text describing expected input, fields to accept your input, a message line at the bottom for input directions, and occasionally, a pop-up error message. Some screens accept so much information that it is not possible to describe the field fully, so an element abbreviation is put on your screen. Appendix "E" of the DAMIS FD contains a list of the DAMIS data elements, their abbreviations, and formats.

5.2.5   Output Requirements.

DAMIS output is generated in three basic media: to screen, to printer, and to a file. Screen output is used for system queries when on-line information viewing is adequate. Tape output will be used either by the application or SA to send data to remote locations. Reports and/or queries that are required in hard copy will go to your printer.

5.2.6   Output Formats.

In all cases, the format of the output is controlled by the application, and you will see it as it is designed. Changes to output formats must be requested through your application administrator via ECP-S. (See DAMIS-FS Customer Assistance function described in paragraph 5.3.5.).

5.2.7   Sample Outputs.

DAMIS is an interactive application, most of your output will be to your screen and will be easily read. Reports can be verified on your screen before they are printed.

5.2.8   Output Vocabulary.

All output is selected via menus.

5.2.9   Utilization of System Outputs.

DAMIS encourages information flow across ADAPCP functional areas. For example, data captured during identification, as well as urinalysis test results, will be made available to counselors as output reports. Information from previous enrollments or urinalysis test results will likewise be available. Access to the DAMIS-HQ will provide the necessary historical data and the collection of data for the monthly production of the DA Form 3711-R. In general, if a DAMIS-FS user is authorized access to the system, any data can be shared across functional areas.

5.3   PROCESSING PROCEDURES.

This section describes the processing capabilities of DAMIS. Paragraphs 5.3.1 through 5.3.9 provide a detailed walk-through of each of the procedures, menus, and/or data entry screens that make up the functional processes of the DAMIS application. All sections provide an explanation of each procedure, menus, and/or data entry screens that make up the functional processes of the DAMIS application. The processing procedure of DAMIS starts from the initial screen of DAMIS, referred to as the "Warning" screen. From the "Warning" screen of DAMIS, you have two options. Press <Enter> to display the DAMIS "Welcome" screen or press <F6> Function Key to exit from

the DAMIS application and return to the UNIX LOGIN prompt. The processing procedures described in the following paragraphs are organized by menu, beginning with the highest level menu - the "Master Menu". Refer to Figure 3.4-1 DAMIS Hierarchy Diagram for an overall view of the menu structure.

STEP 1.   After pressing <Enter> with start-up warning screen displayed, press <Enter> to display DAMIS "Welcome Screen".
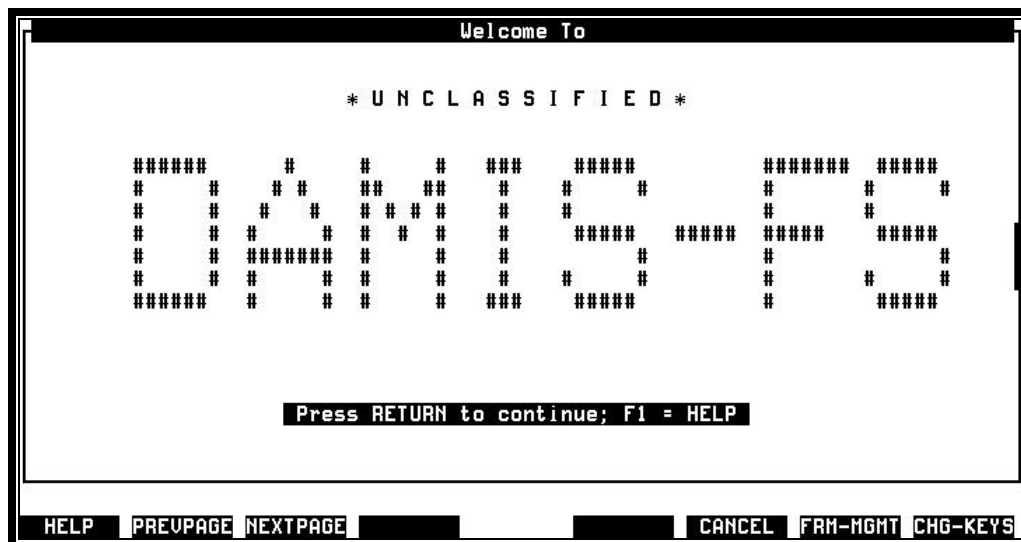
Figure 5.3-1. Welcome Screen

Most processes have help screens. To access a help screen, press <F1> at any time. Use help screens whenever you want guidance in performing functions or entering data.

STEP 2.   Press <Enter> to display "Master Menu".
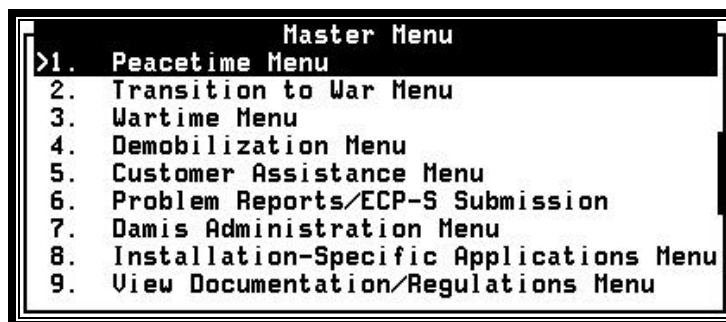
Figure 5.3-2. Master Menu

This menu gives access to main menus, which access several layers of sub-menus. The first main menu is the "Peacetime Menu", described in paragraph 5.3.1. To select any menu or menu item, either highlight it using the arrow keys or press the corresponding menu item number and press <Enter>. The following screens show examples of HELP screen.
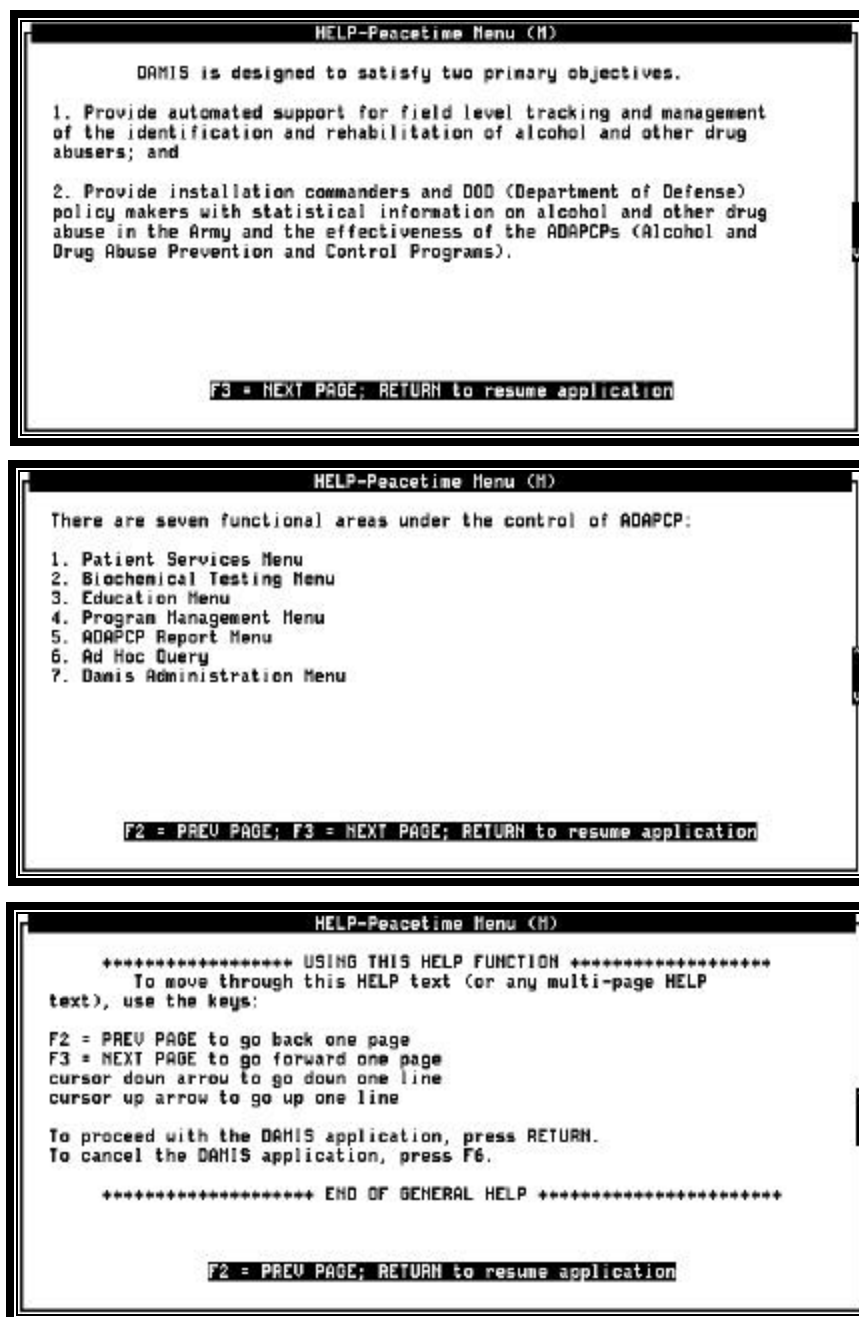
5.3.1   Peacetime Menu.

This menu provides access to the major system components. Selection of this menu from the "Master Menu" will display the following screen.
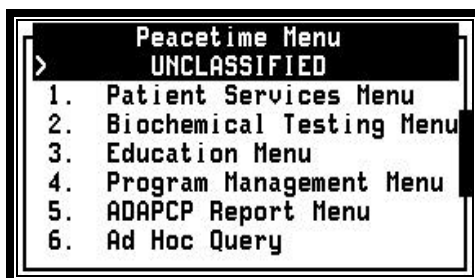
Figure 5.3-3. Peacetime Menu

5.3.1.1   Patient Services Menu.

The "Patient Services Menu" allow you to access the screens used to add or change individual identification data, patient intake/screening data, and patient progress data. You can also access the menus used to schedule appointments, query patient services, and view or print patient services reports. To enter, change, or recall patient services' information, highlight menu item #1 from the "Peacetime Menu" and press <Enter>. The "Patient Services Menu" will appear.

Figure 5.3-4. Patient Services Menu

Note: It is necessary for the DAMIS SA to access the Program Management Module for instructions prior to making entries via the "Patient Services Menu".

5.3.1.2   Add/Change Individual Identification Data.

This function allows you to add/change identification data about an individual to the DAMIS. This data serves as the foundation for any further additions or modifications to individual data throughout ADAPCP patient services processing. The DAMIS Individual Identification Form is a two part, screen that you can use to enter or change initial identification data about an individual. When you select this option from the "Patient Services Menu," the following screen will appear.

Figure 5.3-5. Add/Change Individual Identification

Individual Identification data captures data regarding how an individual was identified as having a drug or alcohol problem. Individual Identification data must be input before entering data in any of the other Patient Services sub-modules.

Enter the SSN of the individual identified as having a drug or alcohol problem. Do not press <Enter>. At the top right corner of your screen you will see the system message, "working". This means the system is querying the ILIDB to see if any data concerning the individual is currently available. If the system queried the ILIDB for the SSN entered and found no match, a warning message will appear on the screen. When you see this warning message, press <Enter>. This is a warning informing you that the individual will exist only locally. If a match is found on the ILIDB,

then data stored on the ILIDB will populate the screen.

Field	Description
ID Date:	Enter the date the individual was identified as having a drug or alcohol problem.
Case Finding Method:	Enter the Case Finding Method for the individual being identified or press <F2> for choices.
Name:	If data resides in the ILIDB for this individual, the name of the individual will be accessed and shown on the screen. If this field is blank, enter the name of the individual being identified using the format Last, First and Middle.
SAC:	The SAC gets populated from the DAMIS Database, Program Management Module and you can not change this.
UIC:	If data resides in the ILIDB for this individual, the Unit Identification Code (UIC) for that individual will appear on the screen. If this field is blank, enter the UIC for the individual being identified or press <F2> for choices.
Demographic Data:	If there was data in the ILIDB for the individual being identified, then the fields sex, rank and civilian code will be filled in automatically and other demographic data need to be entered. If these fields are not filled in, you must enter the data. If you are unsure of some of the codes, press <F2> for choices to view and select.
Department Code:	Enter the department code or press <F2> for choices.
Eligibility Category:	Enter the eligibility category code or press <F2> for choices.
Component Code:	Enter the component code or press <F2> for choices.
Civilian Data:	If the individual being identified is military, the system will skip over this data. However, if the individual being identified is a civilian and if there is no data regarding the individual in the ILIDB, then the system will prompt you to enter the Pay Plan (GS, WG, etc.), Pay Grade Level, and the number of the individual being identified. Press <F2> for choices to select.
Pay Plan:	Enter the pay plan of the civilian or press <F2> for choices.
Pay Grade Level:	Enter the Pay Grade Level Number of the civilian.

<u>COMMANDER/SUPERVISOR REFERRAL</u>:

Notification Date:	Enter the date that you were notified, by the commander/ supervisor of a possible referral or the date you notified the commander that you had received a possible referral.
Referral Date:	Enter the date of the paperwork from the commander/ supervisor referring the individual to the ADAPCP.
ADAPCP Receipt Date:	Enter the date the paperwork was received in the ADAPCP from the commander/supervisor.

Commander Non-Referral:	Fill in this information when the commander makes the decision not to refer an individual for treatment.
Justification Date:	Enter the date of the paperwork received from the commander that justified not placing the individual in the ADAPCP for treatment.
Justification Code:	Enter the code that identifies the reason the commander did not refer an individual for treatment.
ASSIGNED COUNSELOR:	
SSN:	Enter the SSN of the counselor assigned to this case or press <F2> for choices. Once you enter the SSN, the system will populate the name of the counselor.

Pressing <F3> will advance you to "Individual Identification (Page 2 of 2)" and <F6> will return you to the "Patient Services Menu", without saving any of your inputs to the form.

```
┌─────────────────────────────────────────────────────┐
│          Individual Identification  (Page 2 of 2)    │
│   *CHANGING RECORD* * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA * │
│ SSN: 000111311                ID Date: 1997/12/23    │
│ Case Finding Method: CU       Name: AACHIX FOR SALE   │
│                                                       │
│ BLOTTER REPORT IDENTIFICATION   Incident Date: 2000/04/05 │
│ Entry No: 3     Report Date: 2000/06/14    Type Code: Z │
│                                                       │
│ MEDICAL REFERRAL IDENTIFICATION    Source Code: ___   │
│ Medical Referral Date: _____   ADAPCP Receipt Date: _____ │
│ Acknowledgement Date: _____                        │
│                                                       │
│ POSITIVE URINALYSIS TEST RESULTS     Collection Date: 1997/12/16 │
│                                                       │
│ PRESCREEN    Drug Type Code: _ _ _                    │
│                                                       │
│ FTDTL        Drug Type Code: I _ A _ _ _ _            │
│                                                       │
│     F3 = SAVE to commit work; F6 = CANCEL; F8/F4 = PREV PAGE │
│           * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA * │
│ Enter Date as YY(YY)/MM/DD or YY(YY)MMDD              │
└─────────────────────────────────────────────────────┘
```

Page 2 allows you to add and change identification data for an individual identified to the ADAPCP for potential alcohol or other drug misuse. You will see on this page SSN, ID Date, Case Finding Method and Name have been carried over from the data entered on Page 1.

Field	Description
Blotter Report Identification:	If the individual was identified through a Blotter Report Record, you must fill in this information.
Incident Date:	Enter the date the incident occurred.
Entry No:	Enter the entry number on the Blotter Report that identifies the individual being identified to the system.
Report Date:	Enter the date of the Blotter Report.
Type Code:	Enter the code that identifies whether the individual was arrested for an alcohol or drug related incident. Press <F2> for choices for available Type Codes.
Medical Referral Identification:	If the individual was identified through a Medical Referral, you must fill in this information.
Source Code:	Enter the code for the type of doctor that referred the individual to the ADAPCP. Press <F2> for choices for a list of available Source Codes.
Medical Referral Date:	Enter the date of the medical referral.
ADAPCP Receipt Date:	Enter the date the medical referral was received at the ADAPCP.
Acknowledge Date:	Enter the date the acknowledgment was sent back to the doctor that

you had received the referral.

Positive Urinalysis Test Results: You can not fill in this field. The system will fill in this information when it identifies an individual as positive on a DD Form 2624, Urinalysis Custody and Report Record.

Pressing <F3> will save the information in the form (both pages) and return you to "Individual Identification (Page 1 of 2)", where you may enter another SSN. If the system finds any compatibility errors, Page 1 will reappear to allow you to change the record. Pressing <F8/F4> will return you to page 1 of "Individual Identification" where you can view or change information in the form. Remember to press <F3> on both pages to save the changes.

To change or view individual identification data regarding an individual, at the Individual Identification Screen, Page 1, enter the SSN of the individual. Press <F2> for a list of patients currently identified to the program. You may also enter the first few characters of the last name of the desired individual prior to pressing <F2>. This will bring up only those persons with matching names. If the SSN you entered is not in the ILIDB, you will get a warning message.

ID Date: Enter the identification date of the individual whose data you wish to change or view. If you are uncertain of the ID date, press <F2> for choices to select the date available for that individual. As soon as you enter the date you wish to change, you will see the system message appear on the second line of the screen indicating "CHANGING RECORD". At this point, the system will populate the screen with pertinent data relating to the individual.

Enter the information you need to change on Page 1 and press <F3> to advance to page 2 of the Individual Identification Screen. Make the changes needed on this screen and press <F3> to save the changes made to both pages 1 and 2. Pressing <F6> (without previously pressing <F3>) will return you to the "Patient Services Menu", without saving any input to the Individual Identification forms page 1 or 2.

5.3.1.3   Add/Change Patient Intake/Screening Data.

To add/change PIR data on an individual, select item #2 from the "Patient Services Menu". This will display the following screen.

```
      Patient Intake/Screening   (Page 1 of 2)
        *_____*  * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *

SSN: _____  ID Date: _____   Screen Date: _____
Name: _____  Case Finding Method: __

IDENTIFICATION     Department Code: _       Eligibility Category: _
Birth Date: _____         Sex: _        Identification SAC: ____
Identification UIC: _____    Rank: ___     Service Component Code: _
MACOM Code: __

CIVILIAN EMPLOYEE DATA
Release Consent Code: _  TDP Code: _   Pay Plan __  Grade Code: __

           F3 = SAVE to continue; F6 = CANCEL
        * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *
```

Figure 5.3-6. Add/Change Patient Intake/Screening Data

Enter the data to produce the DA Form 4465, PIR. You do this to capture data regarding an individual's screening and enrollment/non-enrollment. Enter the SSN of the individual who was screened or press <F2> for choices to select. If there is no existing record for that SSN, you will see an error message. If you receive the error message, check the SSN that you have entered to make sure that you entered the number correctly. If the SSN is entered correctly, press <F6> to

return to the "Patient Services Menu". Select menu item #1, "Add/Change Individual Identification Data", to add the identification data for the individual. Once you have entered this data, return to the "Patient Intake/Screening Screen".

ID Date:	Press <F2> for choices to obtain a list of available dates. Select the desired date from the choices menu.
Screen Date:	Enter the screen date or press <F2> for choices.

Once you have entered the screen date, the message "ADDING RECORD" will appear in the upper left of the screen and the cursor will appear at the rank field. The form will contain information previously entered pertaining to the individual.

Rank:	If the rank of the individual has changed from the time he/ she was identified, enter the new rank code here. If the rank has not changed, press <Enter>. Press <F2> for ranks.
MACOM Code:	Enter the MACOM Code. Press <F2> for choices for available MACOM Codes.
Civilian Employee Data:	If the individual screened is a civilian, the cursor will move to the 'civilian employee data' section.
Release Consent Code:	Enter the code that reflects whether or not there is a signed consent form in the case file for that individual giving consent to release data to the supervisor.
TDP Code:	This is pre-populated based on TDP information entered in Program Management.
Pay Plan and Grade Code:	These fields get populated from the identification data previously entered and you may alter them.

Pressing <F3> will save your entry and advance you to "Patient Intake/Screening (Page 2 of 2)" and <F6> will return you to the "Patient Services Menu," without saving any of your input to the form.

Enrollment/Decision Date:	Enter the date the individual was enrolled in the ADAPCP, or the date the decision was made not to enroll him/her.

After you enter the enrollment date, the cursor will move to HIV Date. Available data is obtained from the ILIDB. Press <Enter>.

If there is a diagnosis with a physician's signature, enter the code for each diagnosis and press <Enter> to get to the Physician Signature Present field. Here, enter a "C" if there is a physician's signature present or an "N" if the physician's signature is not present. If you have a physician diagnosis but do not have a signature from the physician, you must enter "N". However, you must get the physician's signature and change the "N" to a "C" before you fill in

other system information. Also enter the Physician's name and his/her grade/rank.

ENROLLMENT DATA:

Enrollment Decision Code: Enter the enrollment decision code or press <F2> for choices.

Enrollment SAC: This field is populated from the DAMIS database "Program Management Module" and you can not change it.

Enroll Basis: Enter the codes for the basis for enrollment. Press <F2> for choices.

Reason Not Enrolled Code: Do not enter data here if the patient was enrolled. Press <F2> to select Reason Not Enrolled Codes.

SYSTEM INFORMATION:

PIR Complete: Enter a "C" for completed if you have filled in all the data necessary for the PIR. Enter "N" if you have not filled in all the necessary data.

PIR Transaction Date: Enter the PIR transaction date.

Note: If the individual was screened but not enrolled, press <Enter> or <Tab> down to 'ENROLLMENT DATA'. Enter a "B" in the Enrollment Decision Code field. Press <Enter> until you reach the Reason Not Enrolled Code field. Enter the code here that matches the reason the individual was not enrolled for treatment. Press <F2> for choices if needed. Next fill in the SYSTEM INFORMATION data and then press <F3> to save the data entered.

Pressing <F6> from page 1 or 2 of the Patient Intake Report (without pressing <F3> first) will return you to the "Patient Services Menu", without saving any input in "Patient Intake/Screening" page 1 or 2.

Pressing <F8/F4> will return you to page 1 of "Patient Intake/Screening" where you can view or change information in the form.

Press <F3> to save the information in the form (both pages) and this will display the following message to allow you to print DA Form 4465 to a laser printer.

Pressing <F8/F1> will take you to the Print Destination Screen as shown.
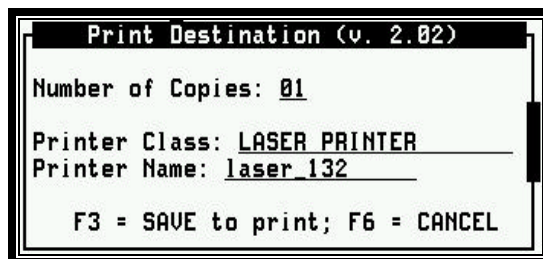
Field   Description

Number of Copies: Enter the number of copies that you want to print.

Printer Class: Enter the printer class or press <F2> for choices.

Printer Name: Enter the printer name or press <F2> for choices.

Press <F3> to print or <F6> to cancel the print request. Upon printing or canceling out of the message, the system will return you to "Patient Intake/Screening Page 1 of 2", where you may enter another SSN.

To change or view Patient Intake/Screening data regarding an individual, enter the SSN of the individual, upon entering the "Patient Intake/Screening (Page 1 of 2)". At the ID Date field, enter the date the individual was identified as having a drug or alcohol problem or press <F2> for choices to view and select a date. As soon as you have entered the date, you will see the system message "CHANGING RECORD", in the upper left of the screen.

Proceed to change the data needed on Page 1 and press <F3> to save the changes. Make the changes needed on Page 2 of the Patient Intake/Screening screen and press <F3> to save those changes.

5.3.1.4   Add/Change Patient Progress Data.

This two part, PPR form allows you to add or change patient progress data on the system. This data may serve as a basis for the continuing rehabilitation of an individual enrolled in the ADAPCP for alcohol or other drug misuse. When you select this option from the "Patient Services Menu," the following screen will appear.

```
┌─────────────────────────────────────────────────────────┐
│         Patient Progress Report    (Page 1 of 2)         │
│      *_____* * FOR OFFICIAL USE ONLY – PRIVACY ACT DATA *│
│                                                          │
│ SSN: _____  Enrollment Date: _____   Report Date: _____│
│ Reason Code: _                      Name: _____│
│                                                          │
│ IDENTIFICATION                                           │
│                                    Patient UIC: _____   │
│ PPR Service Area Code: ____        PPR UIC: _____       │
│                                                          │
│ PATIENT PCS/REASSIGNMENT            CHANGE DRUG/ALCOHOL DIAGNOSIS│
│                                                          │
│ Gaining SAC: ____       Diagnosis Code: 1 ____ 2 ____ 3 ____│
│                         Physician Name: _____  │
│                         Physician Rank: ____  Signature Indicator: _│
│                                                          │
│             F3 = SAVE to continue; F6 = CANCEL           │
│           * FOR OFFICIAL USE ONLY – PRIVACY ACT DATA *   │
└─────────────────────────────────────────────────────────┘
```

Figure 5.3-7. Add/Change Patient Progress Data

Enter the SSN of the individual identified. Press <F2> for choices to select SSN if you wish. Once you enter this data and validate it, the system determines whether an identification entry already exists in the DAMIS for that SSN and displays a warning message if the individual is not currently enrolled.

Field   Description

Report Date: Enter the date of report from the PPR. (The default date is the current date) or press <F2> for choices.

Reason Code: Enter the reason code for the report from the PPR or press <F2> for choices. The Reason Code gets populated if you chose an existing PPR in the previous field.

At this point, the form is populated. If there is no existing record for that SSN, then message "ADDING RECORD" will appear in the upper left of the form. If a record does exist with that identifier, the message "CHANGING RECORD" will appear and the form is populated with the existing data. You may proceed to add and/or change the record as required. The system will

perform data validation throughout the entire process. If you have entered the data incorrectly, the system will not save and the cursor will remain in the field waiting for a correct entry.

Name: This field is populated with data pulled in from the identification data and you can not change it.

IDENTIFICATION:

Patient UIC: This field is populated with data pulled in from the identification data and you can not change it.

PPR Service Area Code: This field is populated with data pulled in from the identification data and you can not change it.

PPR UIC: Enter the UIC of the ADAPCP where the PPR was written or press <F2> for choices.

Patient PCS/Reassignment: This data should be filled in only if the patient has a Permanent Change of Station (PCS) or has been reassigned.

Gaining SAC: Enter the SAC of the gaining ADAPCP (in case of PCS loss) or press <F2> for choices.

Change Drug/Alcohol Diagnosis: Fill in this data only if there is a change in the original patient diagnosis as determined by a physician.

Diagnosis Code: Enter the new diagnosis code(s) or press <F2> for choices.

Physician Name: Enter the name of the Physician.

Physician Rank: Enter the grade/rank of the physician.

Signature Indicator: Enter "C" for physician signature complete, or "N" for incomplete physician signature. A physician's signature **must** be registered if there is a change in diagnosis.

Pressing <F3> will advance you to "Patient Progress Report (Page 2 of 2)" and <F6> will return you to the "Patient Services Menu", without saving any of your inputs in the form.

This screen gets populated with the ID, Enrollment Date, Report Date, Reason Code, and Name.

Field   Description

Change Enrollment Basis: Changes should be made to this data only when there has been a change in the basis for enrollment.

Basis Code: Enter the new code(s) for the enrollment basis, listing primary diagnosis first, then secondary and tertiary. Press <F2> to select Basis Codes.

Inpatient RTF Enrollment: Fill in this data only if the purpose of the PPR was to provide

information regarding a patient's enrollment in a RTF.

Admission Date:	Enter the date the patient was admitted to the RTF.
Facility Code:	Enter the code for the RTF where the patient was admitted. Press <F2> to select Facility Code.
Discharge Date:	Enter the date the patient was discharged from the RTF.
Assessment Progress (Counselor):	Enter the Counselor's Progress Assessment code. Press <F2> for choices.
Recommendation (Counselor):	Enter the Counselor Recommendation code. Press <F2> for choices.
Appraisal Performance (Commander):	Enter the Commander Performance code. Press <F2> for choices
Appraisal Conduct (Commander):	Enter the Commander Appraisal Conduct Code. Press <F2> for codes.
Commander's Decision:	Enter the decision of Commander or press <F2> for choices.
Release from Program:	This data should be filled in when the patient has been released from the program.
Reason for Release:	Enter the code for the reason for release from the program. Press <F2> for choices.
Commander's Assessment:	Enter the code for the commander assessment at the time the patient was released. Press <F2> for choices.

SYSTEM INFORMATION:

Completion Indicator:	Enter "C" if you have completed the PPR or "N" if the PPR is not complete.
Transaction Date:	Enter the transaction date.

Press <F3> to save the form and this will display the following screen.

```
┌─────────────────────────────────────────────────┐
│      Patient Progress - DA4466 Print Decision     │
│                                                   │
│         The Patient Progress Report has been      │
│         completed.  A transaction will be         │
│              created and sent to USADAOA.         │
│                                                   │
│             At this point you have the option of  │
│           printing the DA4466 to the laser printer│
│               or continuing without printing it.  │
│                                                   │
│                    F8/F1 to print DA4466          │
│                      ENTER to Continue            │
└─────────────────────────────────────────────────┘
```

Upon printing or canceling out of the message, the system will return you to "Patient Progress Report Page 1 of 2", where you may enter another SSN. Pressing <F6> will return you to the "Patient Services Menu", without saving any input in "Patient Progress Report" page 1 or 2. Pressing <F8/F4> will return you to page 1 of "Patient Progress Report" where you can view or change information in the form.

5.3.1.5   Add/Change PCS Gain Data.

This option allows you to add and change the PCS Gain PPR record. This is the only place where a PCS Gain record can be altered. This form requires you to enter the SSN and the PPR date. If the individual was already entered as a PCS Gain more than once, a menu will display the possible choices for the PPR date. If the individual appears only once, no menu will be

available, but the PPR date will be pre-filled with this date. Once you enter the PPR date, the form gets filled with the individual's information. You must note that the PPR date entered for a PCS Gain individual will also be considered the date the individual was identified. Data validation will be performed throughout the whole process. If the data is not entered correctly, you cannot save the data and the form will reappear for editing. When you select this option from the "Patient Services Menu," the following screen will appear.


```
        ┌─────────────────────────────────────────────────────────────┐
        │          PCS Gain - Patient Progress Report                   │
        │     *_____*  * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA * │
        │                                                               │
        │  SSN: _____     Report Date: _____   Case Finding Method: __ │
        │  Reason Code: A     Name: _____            │
        │                                                               │
        │  DEMOGRAPHIC DATA          Department Code: _                 │
        │  Eligibility Category: _   Component Code: _      Sex: _       │
        │  Birth Date: _____     Rank: ___              UIC: _____  │
        │                                                               │
        │  PPR Service Area Code: ____   Major Command Code (PCS Gain): __ │
        │                                                               │
        │  ASSIGNED COUNSELOR    SSN: _____   Name: _____ │
        │                                                               │
        │  Completion Indicator: _   Transaction Date: _____         │
        │                                                               │
        │                                                               │
        │            F3 = SAVE to Continue; F6 = CANCEL;                 │
        │        * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *            │
        └─────────────────────────────────────────────────────────────┘
```

Figure 5.3-8. Add/Change PCS Gain Data

Field	Description
SSN:	Enter the SSN of the individual or press <F2> for choices.
Report Date:	Enter the date of report.
Case Finding Method:	Enter the case finding method or press <F2> for choices.
Reason code:	Enter the reason code or press <F2> for choices.

DEMOGRAPHIC DATA

Department code:	Enter the department code or press <F2> for choices.
Eligibility Category:	Enter the eligibility category or press <F2> for choices.
Component code:	Enter the component code or press <F2> for choices.
Sex:	Enter the sex of the individual or press <F2> for choices.
Birth Date:	Enter the birth date of the individual.
Rank:	Enter the rank of the individual.
UIC:	Enter the UIC of the individual or press <F2> for choices.
PPR SAC:	This field is pulled in from the DAMIS-FS Database Program Management Module and can not be changed.
Major Command Code:	Enter the major command code or press <F2> for choices.

ASSIGNED COUNSELOR

SSN:	Enter the counselor's SSN or press <F2> for choices.
Completion Indicator:	Enter the completion indicator or press <F2> for choices.

You can proceed to add/change the record as desired. Press <F6> to exit the module. Pressing <F3> will take you to the following screen.

```
┌─────────────────────────────────────┐
│    PCS Gain — DA4466 Print Decision  │
│ ┌─────────────────────────────────┐  │
│ │The Patient Progress Report has not been│
│ │completed.  A transaction will not be│
│ │  transmitted to USADAOA until the│
│ │completion Indicator is equal to "C"│
│ └─────────────────────────────────┘  │
│        At this point you have the option of│
│      printing the DA4466 to the laser printer│
│         or continuing without printing it.│
│                                      │
│             F8/F1 to print DA4466    │
│               ENTER to Continue      │
└─────────────────────────────────────┘
```
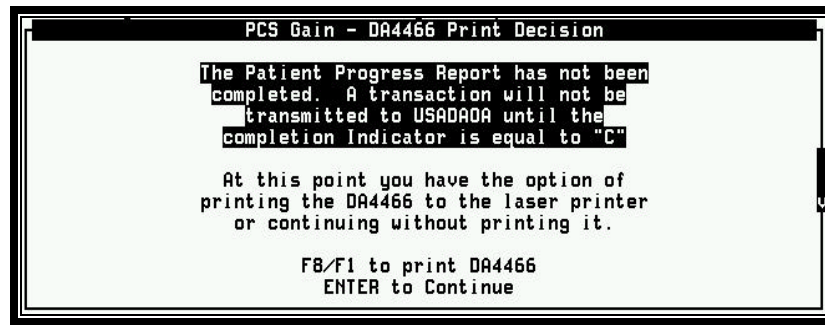
Press <F8/F1> to print DA 4466. This will take you to the print destination screen.
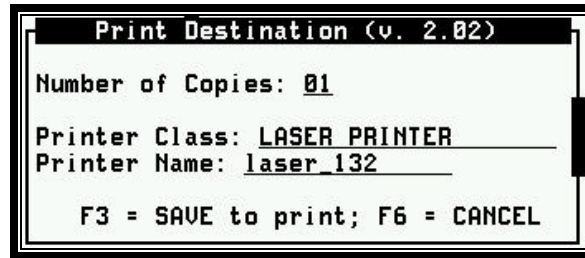
```
┌──────────────────────────────────┐
│    Print Destination (v. 2.02)   │
│                                  │
│ Number of Copies: 01             │
│                                  │
│ Printer Class: LASER PRINTER     │
│ Printer Name: laser_132          │
│                                  │
│    F3 = SAVE to print; F6 = CANCEL│
└──────────────────────────────────┘
```

Field	Description
Number of Copies:	Enter the number of copies that you want to print.
Printer Class:	Enter the printer class or press <F2> to select.
Printer Name:	Enter the printer name or press <F2> for choices.

Press <F3> to print or <F6> to cancel the print request.

5.3.1.6   Appointment Scheduling Menu.

This menu allows you to add/change/delete group and individual appointment data. When you select this option from the "Patient Services Menu," the following screen will appear.

```
┌──────────────────────────────────────────────┐
│        Appointment Scheduling Menu           │
│                 UNCLASSIFIED                 │
│>1.   Add/Change/Delete Individual Appointment Data│
│ 2.   Print Individual Appointment Slip       │
│ 3.   Group Appointment Menu                  │
└──────────────────────────────────────────────┘
```
Figure 5.3-9. Appointment Scheduling Menu

5.3.1.7   Add/Change/Delete Individual Appointment Data.

This option allows you to add/change/delete appointment data for individual counseling sessions and provides a method of modifying existing information, entering new appointment information, or deleting individual appointment data. You may use this data to track those individuals that miss one or multiple appointments. To add, change or delete individual appointment data, select item #1 from the "Appointment Scheduling Menu" and press <Enter>. The following screen will appear.

```
                    Individual Appointment Data
        *_____*   * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *

INDIVIDUAL DATA
SSN: _____      Appointment Date: _____     Appointment Time: ____
Name: _____  UIC:_____      Grade/Rank: ____

APPOINTMENT INFORMATION
Counselor ID: _____   Counselor Name: _____
Missed Appointment Reason Code: _
Location Name: TEST ORGANIZATION_____
Appointment Type Code: _
Telephone No: _____703-5555555
Projected Duration: _1 hr 30 min

                  F3 = SAVE; F6 = CANCEL
  F8/F5 = Print Appointment Slip  F8/F6 = DELETE Individual Appt
             * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *
```

Figure 5.3-10. Add/Change/Delete Individual Appointment Data

Enter the SSN of the individual to be identified, the appointment date and the appointment time. Press <F2> for choices to select SSN if you wish. Once you enter the data and validates it, the system determines whether an appointment entry already exists in the DAMIS for that SSN, appointment date and appointment time. If there is no existing record for that SSN, then the screen will indicate this in its heading line with the message "ADDING RECORD" and the form will display blank fields. If a record does exist with that identifier, then the screen will indicate this in its heading line with the message "CHANGING RECORD" and the form will populate with the existing data. You may proceed to add/change the record as required. The system will perform data validation throughout the entire process. If you have entered the data incorrectly, the system will not save the entry and the cursor will remain in the field waiting for a correct entry.

INDIVIDUAL DATA:

Appointment Date:	Enter the date of the appointment with the counselor. Press <F2> for choices.
Appointment Time:	Enter the time of the appointment in military format. Press <F2> for choices.
Name, UIC, and Grade/Rank:	These fields get populated from the patient data previously entered in to the DAMIS database.

APPOINTMENT INFORMATION:

Counselor ID:	Enter the SSN of the counselor or press <F2> for choices.
Missed Appointment Reason Code:	Enter data here only if the patient did not keep this appointment. This data would be entered after the appointment was to have taken place. Press <F2> for choices.

If you choose "D", "Other", from the Missed Appointment Codes Choices, you will see the following screen and have an opportunity to enter a comment regarding the missed appointment.

```
              Comment Other Missed Appt Code

Comment: _____

                  F3 = SAVE; F6 = CANCEL;
           * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *
```

Enter comment for Choice "D" in Missed Appointment Sub-Menu. Press <F3> after entering the comment to save it or <F6> to exit without saving.

Location Name:	Enter the name of the location where the appointment is to take

	place, e.g., Community Counseling Center, etc.
Appointment Type Code:	Enter the code for the type of individual appointment this appointment will be. Press <F2> for choices.
Telephone No:	Enter the counselors telephone number.
Projected Duration:	Enter the projected duration of the appointment in hours and minutes. The default is 1 hour and 30 minutes.

Pressing <F3> will save your entry and return you to a blank "Appointment Scheduling Form" and <F6> will return you to the "Appointment Scheduling Menu" without saving any of your input in the form. Pressing <F8> and then <F6> will present the following screen.

```
┌──────────────────────────────────────────────────────┐
│         Individual Appointment Delete Confirm          │
│                                                        │
│   Selected Individual Appointment will be permanently removed from │
│        the Database.  Are you certain you wish to delete? │
│                                                        │
│        ███RETURN to delete appointment; F6 = CANCEL███ │
└──────────────────────────────────────────────────────┘
```

Press <Enter> to delete appointment or <F6> to cancel the operation.

5.3.1.8   Print Individual Appointment Slip.

Selection of this option from the "Appointment Scheduling Menu" will present the following screen.

```
┌──────────────────────────────────────────┐
│        Individual Appointment Slip         │
│                                            │
│   Individual ID: _____                 │
│                                            │
│   Appointment Date: _____             │
│                                            │
│   Appointment Time: ____                   │
│                                            │
│ F8/F1 = Print; F8/F2 = View; F6 = CANCEL   │
└──────────────────────────────────────────┘
```
Figure 5.3-11. Individual Appointment Slip

Enter the individual ID, Appointment Date and Time. Press <F8/F1> to print or <F8/F2> to view or <F6> to cancel the operation.

5.3.1.9   Group Session Appointment Menu.

This menu allows you to add or change appointment data for group sessions. Select option #3 from the "Appointment Scheduling Menu" and press <Enter>. The following screen will appear.

```
┌──────────────────────────────────────────┐
│          Group Appointment Menu            │
│               UNCLASSIFIED                 │
│ >1.  Setup/Change Group Appointment        │
│  2.  Record No-show for Individuals        │
│  3.  Delete Group Appointment              │
│  4.  Print Group Appointment Slip          │
└──────────────────────────────────────────┘
```
Figure 5.3-12. Group Appointment Menu

5.3.1.10   Setup/Change Group Appointment.

To setup a group session so that group session data can be entered regarding this session, select item #1 from the "Group Session Appointment Menu".

Figure 5.3-13. Setup/Change Group Appointment

APPOINTMENT INFORMATION:

Group No:	Enter the group number for the group session you wish to schedule or change or press <F2> for choices. **Note**: The group number field will already be filled in with the next available group number.
Group Title:	Enter the Group title.
Total Session Weeks:	Enter the total sessions weeks anticipated for this group. If the group is on-going, enter 99 for 99 weeks.
First Group Appointment Date:	Enter the date of the first group appointment.
Day(s) of week:	Enter the day or days the group will meet each week.
Appointment Time:	Enter the time the group session will be held each week.
Projected Duration:	Enter the time (in hours and minutes) that the group session to last each meeting.
Counselor ID:	Enter the SSN for the counselor who is in charge of the group session or press <F2> for choices.
Contact Phone No.:	Enter the phone number of the counselor who is in charge of the group session.
Appointment Location:	Enter the location of the group session.
Missed Appointment Reason Code:	Enter the missed appointment reason code.

Press <F3> to save the 'group session appointment data'. Press <F8/F5> to see a listing of the scheduled sessions for the group session.

After scheduling an individual for a group appointment, if the appointment conflicts with another individual appointment already scheduled by the counselor, an error message will appear.

If the appointment conflicts with a Group session scheduled on the same day, an error message will appear.

If the date and time of the Group session conflicts with an individual appointment that has been scheduled by the counselor in charge of the group session, an error message will appear.

Make some schedule adjustment and attempt to reenter the data. Instructions follow for changing group session data that currently exists in the database.

Group No:	Enter the group numbers of the session that you wish to change or press <F2> for choices for a list of existing sessions.

The screen will fill in with information regarding that group session. Make the changes that you want and press <F3> to save those changes. You may also press <F8/F5> to see a listing of the scheduled sessions. Pressing <F8/F5> will display the following screen.

```
┌─────────────────────────────────────────────────┐
│            Appointment Scheduled Sessions        │█
│>1 1993/02/10  13:00 ARIZONA                      │
│ 2 1993/02/17  13:00 ARIZONA                      │
│ 3 1993/01/15  11:00 APPOINTMENT LOCATION         │
│ 4 1993/01/22  11:00 APPOINTMENT LOCATION         │
│ 5 1993/01/29  11:00 APPOINTMENT LOCATION         │
│ 6 1993/02/05  11:00 APPOINTMENT LOCATION         │
│ 7 1993/02/12  11:00 APPOINTMENT LOCATION         │
│ 8 1993/02/19  11:00 APPOINTMENT LOCATION         │
│ 9 1993/02/26  11:00 APPOINTMENT LOCATION         │
│10 1993/03/05  11:00 APPOINTMENT LOCATION         │
│11 1993/03/12  11:00 APPOINTMENT LOCATION         │
│12 1993/03/19  11:00 APPOINTMENT LOCATION         │
│13 1993/03/26  11:00 APPOINTMENT LOCATION         │
│14 1993/04/02  11:00 APPOINTMENT LOCATION         │
│15 1993/04/09  11:00 APPOINTMENT LOCATION         │
│16 1993/04/16  11:00 APPOINTMENT LOCATION         │
│17 1993/04/23  11:00 APPOINTMENT LOCATION         │
│18 1993/04/30  11:00 APPOINTMENT LOCATION         │
├─────────────────────────────────────────────────┤
│Highlight your selection and press RETURN         │
└─────────────────────────────────────────────────┘
```

Highlight a session and press <Enter> to make additional changes. Once you highlight the date you want to change, the "Add/Change Scheduled Sessions" screen will appear.

```
┌────────────────────────────────────────────────┐
│      Add/Change Scheduled Sessions PCN: ZJY-574 │
│                                                 │
│Group Number: 1__   Appointment Number: 1___     │
│Group Appointment Date: 1993/02/10  Appointment Time: 13:00│
│Location Name: ARIZONA_____ │
│                                                 │
│          F3 = SAVE; F6 = CANCEL                 │
│      * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *│
└────────────────────────────────────────────────┘
```

This screen will allow you to change the date, time and location of that one particular group session. Make changes and press <F3> to the save the changes and return to the scheduled sessions list. Either highlight another session to change or press <F6> to return to the "Setup/Change Group Appointment".

To add an individual(s) to a group session roster, start at the "Setup/Change Group Appointment Data". Enter the session number of the session that you want to add the individual. Press <F8/F6>. The "Appointment Scheduled Individuals" will appear.

```
┌─────────────────────────────────────────┐
│ Appointment Scheduled Individuals        │
│>*** ADD RECORD ***                       │
│ *** DELETE RECORD ***                    │
└─────────────────────────────────────────┘
```

Highlight "ADD RECORD," and Press <Enter>. The following screen will appear.

```
┌─────────────────────────────────────────────┐
│    Add Scheduled Individuals PCN: ZJY-574    │
│                                              │
│ Individual ID: _____  Unit ID Code: ____│
│                                              │
│   F8/F5 Print Group Session Appointment Slip │
│  F3 = SAVE to ADD another Record; F6 = CANCEL│
└─────────────────────────────────────────────┘
```

Enter the individual's SSN and the system will add the unit ID code. Press <F8/F5> to print 'group session appointment slip'. This will present the following screen.

```
╔══════════════════════════════════╗
║        Group Appointment Slip      ║
║                                    ║
║     Individual ID: 000011900       ║
║                                    ║
║     Group No: 21_                  ║
║                                    ║
║     Begin Date: _____          ║
║     End Date:   _____          ║
║                                    ║
║ F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL ║
╚══════════════════════════════════╝
```

Enter the Individual ID, Group Number, begin and end dates. Press <F8/F1> to print or <F8/F2> to view. Press <F3> to save the information and add another record. Press <F6> to return to the "Setup/Change Group Appointment Data".

If you wish to delete a record from the "Appointment Scheduled Individuals", highlight "Delete Record" and press <Enter>. The following screen will appear.

```
╔══════════════════════════════════╗
║        Scheduled Individuals       ║
║ >                                  ║
║   245444441 ACTIVE TEST            ║
╚══════════════════════════════════╝
```

Highlight your selection and press <Enter>. The following screen will appear.

```
╔══════════════════════════════════════════╗
║          TEXT-Delete Confirmation          ║
║                                            ║
║                                            ║
║   Selected Individual will be permanently removed from the ║
║          Group Session Database Table.     ║
║                                            ║
║                                            ║
║                                            ║
║                                            ║
║     RETURN to delete individual; F6 = CANCEL ║
╚══════════════════════════════════════════╝
```

Press <Enter> to delete individual from the Group Session Database table or <F6> to cancel the delete operation.

5.3.1.11   Record No Shows for Individuals.

This form allows you to record no show information for individuals, the reason for the no show, and to comment on other missed appointments. When you select this option from the "Group Session Appointment Menu," the following screen will appear.

```
╔══════════════════════════════════════════╗
║   Record No-show for Individuals PCN: ZJY-574 ║
║                                            ║
║     Group No: ___   Appointment Date: _____ ║
║ APPOINTMENT INFORMATION                    ║
║ Group Title: _____               ║
║ Total Session Weeks: __  First Group Appointment Date: _____ ║
║ Appointment Time: __:__       Counselor ID: _____ ║
║ Contact No: _____   Projected Duration: ____ min ║
║                                            ║
║ Next Appointment Date: _____ Next Appointment Time: __:__ ║
║                                            ║
║        F8/F4 = Issue No Show to All Members ║
║        F8/F5 = Add/Change No Show Individual ║
║        F6 = CANCEL to Group Session Appointment Menu ║
╚══════════════════════════════════════════╝
```

Figure 5.3-14. Record No Shows for Individuals

Group No: Enter the group number for the group session that the individual was scheduled to attend or press <F2> for choices.

Appointment Date: Enter the date of the group session appointment that was missed by the individual or press <F2> for choices to display a list of appoint-

ment dates. Press <Enter>.

Press <F8/F5> to see a list of individuals scheduled for that particular session.

```
              No-Show Individuals Menu
>     Patient Name              Patient ID   No Show Reason
AWASTE OF FOOD                   000111233
```

Highlight your selection and press <Enter> or press <F6> to cancel out of the "Record No- Show for Individuals" data entry screen. Select menu item #1, from the "Setup/Change Group Appointment" in order to add the individual to the group session. Once this is done, return to the "Record No Show for Individuals" screen to record no-show information. Press <F8/F5>, highlight the individual's SSN that missed the appointment and press <Enter>. The "Add/Change No Shows Record" will appear.

```
        Add/Change No Shows Record PCN: ZJY-574
+ ADDING RECORD + + FOR OFFICIAL USE ONLY - PRIVACY ACT DATA +

Individual ID: 000111233   Rank: SSG   Missed Appt Reason: _

              F3 = SAVE to No Show Individuals Menu
        F6 = CANCEL to Record No Show for Individuals
          + FOR OFFICIAL USE ONLY - PRIVACY ACT DATA +
```

The cursor is at the Missed Appointment Reason field. The individual ID field and rank have been filled in and "ADDING RECORD" appears at the top left of the screen.

Enter the code for the reason the individual missed this group session appointment or press <F2> for choices. Pressing <F3> will save the information in "Add/Change No Shows Record," and will return you to the listing of individuals scheduled. Pressing <F6> will return you to the "Group Session Appointment Menu" without saving input to the "Add/Change No Shows Record".

5.3.1.12   Delete Group Appointment.

This option allows you to delete a group session that is no longer meeting. To delete a group session, select item #3 from the "Group Session Appointment Menu" and press <Enter>. This will display the following screen.

```
          Delete Group Session PCN: ZJY-574
            + FOR OFFICIAL USE ONLY - PRIVACY ACT DATA +

APPOINTMENT INFORMATION
Group No: 18    Total Session: __    First Appointment Date: _____
Appointment Time: __:__             Counselor ID: _____
Contact Phone No: _____    Projected Duration: __:__

Appointment Location: _____

              F3 = SAVE to delete; F6 = CANCEL
            + FOR OFFICIAL USE ONLY - PRIVACY ACT DATA +
```

Figure 5.3-15. Delete Group Appointment

Enter the session number of the group session you want to delete. Information regarding that session will be populated on the screen. Press <F3> to delete. The "Delete Confirmation" screen will appear.
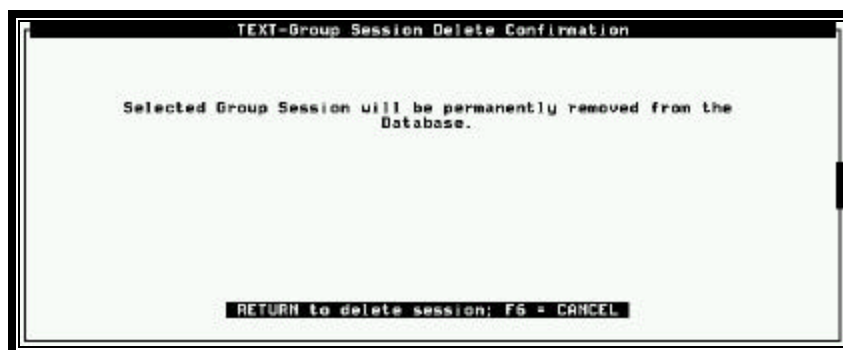
Press <Enter> to delete a session or <F6> to cancel out and not to delete the session.

5.3.1.13   Print Group Appointment Slip.

This is a hard copy report on a patient's next group session appointment(s). The purpose of this report is to remind the patient of the group session appointment(s). Selection of this option from the "Group Session Appointment Menu" will present the following screen.

Figure 5.3-16. Print Group Appointment Slip

Enter the Individual ID and Group Session Number for the group session appointment you wish to print.   The system will determine if there is 'group session appointment data' for that individual and print the slip. This slip contains the appointment dates for the group. Press <F8/F1> to print the report or <F8/F2> to view the report.   If there is no 'group session appointment data' for that individual, the system will display an error message.

5.3.1.14   Counselor Education Development Menu.

This menu allows you to access those screens used for adding and changing counselor certification course data, for maintaining counselor internship training data, and for maintaining ADAPCP Academy of Health Sciences course information. You can also access the menu used for printing counselor education reports. To enter, change, or print counselor education data, select item #6 from the "Patient Services Menu" and press <Enter>. The "Counselor Education Development Menu" will appear.
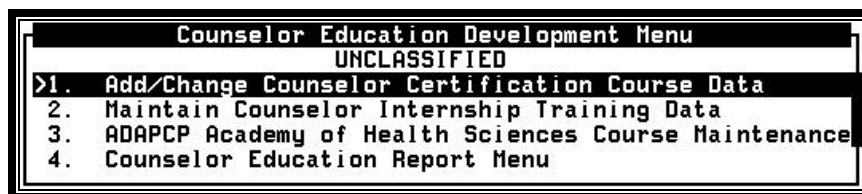
Figure 5.3-17. Counselor Education Development Menu

5.3.1.15   Add/Change Counselor Certification Course Data.

This option allows you to add or change data regarding counselor certification courses. To enter or change information on a counselor certification course, select menu item #1 from the "Counselor Education Development Menu" and press <Enter>. The "Add/Change Counselor Certification Course Data" screen will appear.

Figure 5.3-18. Add/Change Counselor Certification Course Data

Field	Description
Counselor SSN:	Enter the SSN of the counselor you are entering certification data about or press <F2> for choices.

At this point, the system determines whether or not an identification entry already exists in the DAMIS for that SSN. If there is no existing record for that SSN, then a message will appear indicating this.

Notify your DAMIS SA so that the counselor's SSN can be added to the "ADAPCP Employee Data" in the "Program Management Module". Once this has been done you may continue to enter data regarding this counselor.

Counselor Name:	The counselor's name will be populated from information already entered into the DAMIS.
Course Name:	Enter the name of the course or press <F2> for choices.

If the counselor's SSN was in the database and the course name you chose was not part of the available list, the message "ADDING RECORD" will appear on the top line and the remaining fields will be blank. Follow the instructions for completing the remainder of the form. If you either chose a course name from the choice list or entered a course name that is currently recorded, then the message "CHANGING RECORD" will appear on the top line and the form will populate with the existing data. Proceed to add/change the record as required using the following instructions.

Category:	Enter the category.
Degree:	Enter the degree.
Course Completion Date:	Enter the date the course is scheduled for completion by the counselor.
Course Hours:	Enter the total hours of the course.

Press <F3> to save the data entered.

5.3.1.16 Maintain Counselor Internship Training Data.

This option allows you to add or change data regarding a counselor's internship and training. To enter or change information on a counselor's internship and training, select menu item #2 from the "Counselor Education Development Menu" and press <Enter>. The "Counselor Internship Training Data" screen will appear.

Figure 5.3-19. Maintain Counselor Internship Training Data

Employee ID:	Enter the SSN of the counselor whose internship and training data you wish to maintain in the DAMIS or press <F2> for choices.

If you receive the following error message –

--contact your DAMIS FA so that the counselor information can be added to the DAMIS ADAPCP Employee Information contained in the Program Management Module.

The message "ADDING RECORD" will appear in the upper left of the form and the name field is populated. If the SSN you entered is already recorded in the DAMIS, it will be indicated with the message "CHANGING RECORD", and the form will populate with the existing data. You may proceed to add/change the record as required using the following instructions.

Name:	The name of the counselor will be pulled in from the DAMIS.
Certification Date:	Enter the date the counselor was originally certified.
Re-certification Date:	Enter the date of most recent re-certification.
Re-certification Course Hours:	These hours are all counselor certification courses completed after most recent certification.
Clinical Supervisor ID:	Enter the SSN of the Clinical Director.
Internship Start Date:	Enter the date that the counselor internship started.
Internship End Date:	Enter the date that the internship is expected to end.
Examination Date:	Enter the date(s) that the counselor has taken the re-certification examination.
Examination Result Code:	Enter the examination result(s) code(s) for each re-certification examination taken or press <F2> for choices.
Certification Number:	Enter the certification number.
Mandatory Individual Course Completion Date:	Enter the date of the mandatory individual course completion date.
Mandatory Group Course	Enter the date of the mandatory group course completion date.

Completion Date:

Individual Sessions Completed:	Enter the number of individual sessions completed by the counselor

Group Sessions Completed: Enter the number of group sessions completed by the counselor.

In service Training
Completed: Enter the total number of in‑service training classes the counselor
                              has completed.

Record keeping Sessions
Completed: Enter the number of record‑keeping sessions the counselor has
                              completed.

Screening Completed: Enter the number of intake screening the counselor has completed.

Treatment Plans Completed: Enter the number of treatment plans the counselor has completed.

Clinical Supervisions
Completed: Enter the number of clinical supervision completed by the
                              counselor.

Commander Consults
Completed: Enter the total number of Commander Consultations that the
                              counselor has conducted.

Crisis Interventions
Completed: Enter the number of crisis interventions completed by the counselor

Clinical Consults Completed: Enter the number of clinical consultations completed by the
                              counselor.

Press <F3> to save your entry, or press <F6> to return you to the "Counselor Education Development Menu" without saving any of your input in the form.

5.3.1.17   ADAPCP Academy of Health Sciences Course Maintenance.

This option allows you to add or change information regarding health sciences courses taken by each ADAPCP employee. To enter or change information on a counselor's ADAPCP Academy of Health Sciences courses, select menu item #3 from the "Counselor Education Development Menu" and press <Enter>. The "Academy Health Sciences Course Data" screen will appear.

Figure 5.3‑20. Academy of Health Sciences Course Maintenance

Field   Description
SSN: Enter the SSN of the ADAPCP Employee whose data you are
                              maintaining or press <F2> for choices.

Contact your DAMIS SA if the following error message appears so that you can add this employee to the ADAPCP Employee Data information contained in the Program Management Module of the DAMIS.

```
         ERROR - Employee not found

          The employee does not exist in the database.
         Please check the social security number and try again.

                     RETURN to continue
```

Once the employee identification is properly recorded in the DAMIS, the system will indicate whether or not the information regarding Health Sciences Course Maintenance is being added or changed by the message displayed in the upper left of the form.

Name: The name of the ADAPCP Employee will be populated.

For each course listed on the screen that is applicable to the employee identified by the SSN that was entered, use the following instructions.

Position Code: Enter the position code that signifies the type of position held by the employee or press <F2> for choices.

Course Date: Enter the date that the course will be taken.

Once you have completed entering the data, press <F3> to save the data.

5.3.1.18   Counselor Education Report Menu.

This menu allows you to access those screens used for printing counselor education reports. To print counselor education reports, select menu item #4 from the "Counselor Education Development Menu" and press <Enter>. The "Counselor Education Report Menu" will appear.
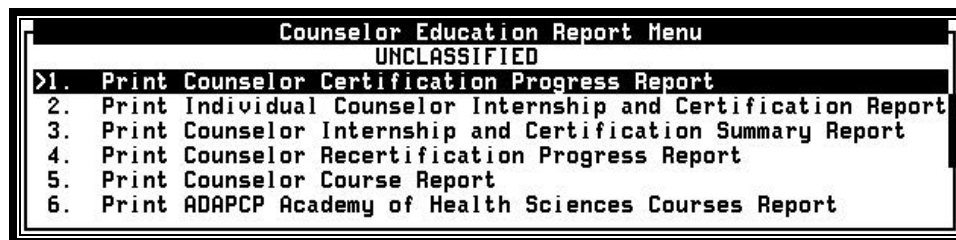
```
              Counselor Education Report Menu
                      UNCLASSIFIED
 >1.   Print Counselor Certification Progress Report
  2.   Print Individual Counselor Internship and Certification Report
  3.   Print Counselor Internship and Certification Summary Report
  4.   Print Counselor Recertification Progress Report
  5.   Print Counselor Course Report
  6.   Print ADAPCP Academy of Health Sciences Courses Report
```
Figure 5.3-21. Counselor Education Report Menu

5.3.1.19   Print Counselor Certification Progress Report.

To print a report of all uncertified counselors' progress towards passing the certification examination, select this option from the report menu. This will display the following screen.
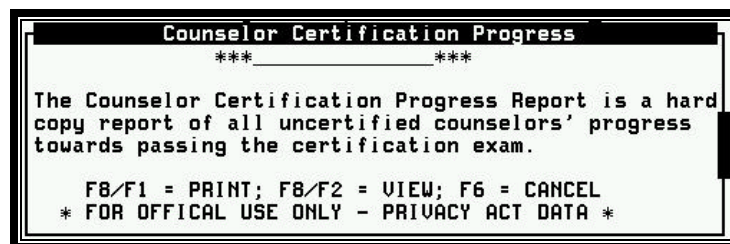
```
           Counselor Certification Progress
              ***_____***

 The Counselor Certification Progress Report is a hard
 copy report of all uncertified counselors' progress
 towards passing the certification exam.

    F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL
  * FOR OFFICAL USE ONLY - PRIVACY ACT DATA *
```
Figure 5.3-22. Counselor Certification Progress Report

Press <F8/F1> to print the report or <F8/F2> to view the report.

5.3.1.20   Print Individual Counselor Internship and Certification Report.

To print a report of an individual counselor's certification and experience, enter the individual ID of the counselor at the screen prompt. This will display the following screen.

```
┌─────────────────────────────────────────┐
│  Individual Counselor Internship & Cert  │
│                                          │
│         Employee ID: _____          │
│                                          │
│  F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL│
│  * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA * │
└─────────────────────────────────────────┘
```

Figure 5.3-23. Individual Counselor Internship and Certification Report

Enter the employee ID or press <F2> for choices. Press <F8/F1> to print the report or <F8/F2> to view the report.

5.3.1.21 Print Counselor Internship and Certification Summary Report.

To print a report, which provides summary information about the status of each counselor's internship and certification, select this option from the "Counselor Education Report Menu". This will display the following screen.

```
┌─────────────────────────────────────────┐
│   Counselor Intern. & Cert. Summary Report │
│         ***_____***             │
│                                          │
│ The Counselor Internship and Certification Summary│
│ Report is a hard copy report which provides summary│
│ information about the status of each counselor's│
│ internship and certification.            │
│                                          │
│   F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL│
│   * FOR OFFICAL USE ONLY - PRIVACY ACT DATA * │
└─────────────────────────────────────────┘
```

Figure 5.3-24. Counselor Internship and Certification Summary Report

Press <F8/F1> to print the report or <F8/F2> to view the report.

5.3.1.22 Print Counselor Re-certification Progress Report.

To print a report, which provides information for all certified counselors, regarding the number of hours accumulated towards re-certification and the certification date, select this option from the "Counselor Education Report Menu". This will display the following screen.

```
┌─────────────────────────────────────────┐
│   Counselor Recertification Progress Rpt │
│         ***_____***             │
│                                          │
│ The Counselor Recertification Progress Report│
│ is a hard copy report which provides information│
│ for all certified counselors.            │
│                                          │
│   F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL│
│   * FOR OFFICAL USE ONLY - PRIVACY ACT DATA * │
└─────────────────────────────────────────┘
```

Figure 5.3-25. Counselor Re-certification Progress Report

Press <F8/F1> to print the report or <F8/F2> to view the report.

5.3.1.23 Print Counselor Course Report.

To print a report, which provides information about completed courses accumulated toward re-certification, select this option from the report menu. This will display the following screen.

```
┌─────────────────────────────────────────┐
│        Counselor Course Report           │
│         ***_____***             │
│                                          │
│ The Counselor Course Report is a hard copy│
│ report which provides information about completed│
│ courses accumulated towards recertification.│
│                                          │
│    F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL│
│  * FOR OFFICAL USE ONLY - PRIVACY ACT DATA *│
└─────────────────────────────────────────┘
```
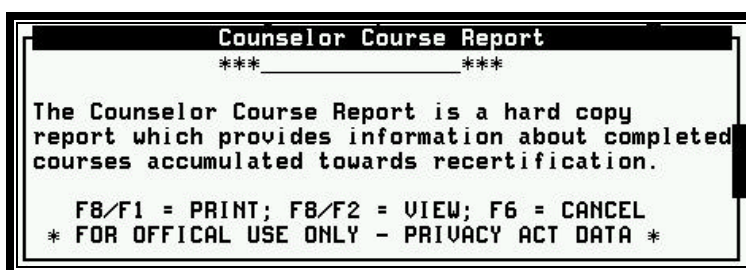
Figure 5.3-26. Counselor Course Report

Press <F8/F1> to print the report or <F8/F2> to view the report.

5.3.1.24 Print ADAPCP Academy of Health Sciences Course Report.

To print a report, which provides information about Academy of Health Sciences (AHS) courses completed or scheduled to be taken by ADAPCP employees, select this option from the "Counselor Education Report Menu". This will display the following screen.

```
┌─────────────────────────────────────────┐
│  ADAPCP Academy of Health Sciences Course│
│         ***_____***             │
│                                          │
│ The ADAPCP Academy of Health Sciences Course│
│ Report is a hard copy report which provides│
│ information about AHS courses completed or│
│ scheduled to be taken by ADAPCP employees.│
│                                          │
│    F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL│
│  * FOR OFFICAL USE ONLY - PRIVACY ACT DATA *│
└─────────────────────────────────────────┘
```
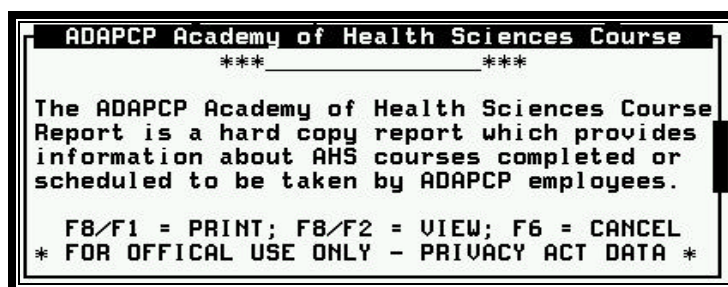
Figure 5.3-27. ADAPCP Academy of Health Sciences Course Report

Press <F8/F1> to print the report or <F8/F2> to view the report.

5.3.1.25 Patient Services Query Menu.

This menu allows you to display the existing patient services information. Selection of this option from the "Patient Services Menu" will present the following screen.

```
┌─────────────────────────────────────────┐
│       Patient Services Query Menu        │
│              UNCLASSIFIED                 │
│>1.  Query for Positive Military Prescreen Urinalysis Results Data│
│ 2.  Query for Positive Military Laboratory Urinalysis Results Data│
│ 3.  Query for Positive Civilian Laboratory Urinalysis Results Data│
│ 4.  Query for Patient Progress Reports   │
│ 5.  View Patient Intake/Screening Report │
│ 6.  View Patient Progress Report         │
└─────────────────────────────────────────┘
```
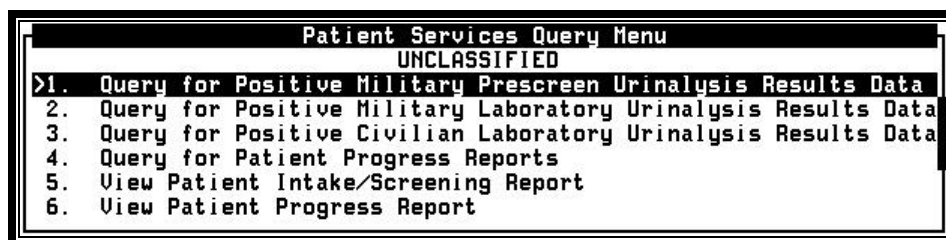
Figure 5.3-28. Patient Services Query Menu

5.3.1.26 Query for Positive Military Prescreen Urinalysis Results Data.

This option allows you to determine whether specimen collection dates for positive military prescreen urinalysis test results data exist for a reporting period. Selection of this option from the "Patient Services Query Menu" will display the following screen.

```
┌─────────────────────────────────────────┐
│   Positive Military Prescreen Urinalysis │
│                                          │
│ Begin Date: _____   End Date: _____│
│                                          │
│       F3 = SAVE to query; F6 = Cancel    │
└─────────────────────────────────────────┘
```
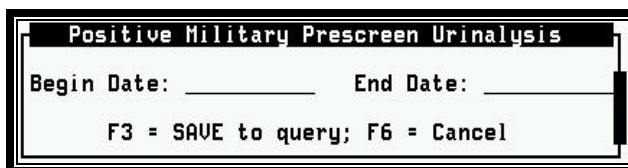
Figure 5.3-29. Positive Military Prescreen Urinalysis Results Data

To determine whether specimen collection dates for positive military prescreen urinalysis test

results data exist for a reporting period, enter the beginning and the ending report dates at the screen prompt. The system will determine whether any specimen collection dates exists for that reporting period. If not, the system will display a message indicating that no specimen dates for positive military prescreen urinalysis test results exist for that reporting period. Pressing <F3> will process the query and will take you to the "Positive Military Pre-screen Query" screen. Pressing <F6> will cancel your query and will return you to the "Patient Services Query Menu".

```
> Positive Military Prescreen Results

              FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

                                      PCN: ZJY-603
                                      DATE: 1998/01/09
                      1997/01/01 THRU 1997/01/31

  SPECIMEN COLLECT DT: 1997/01/01

  CUST DOC UIC  UNIT NAME     INDIV ID       DRUG   CDR PRESCREEN RPT DT

  1                       A1 123123123          X      1997/01/06
  W0123         SAM'S TEST 135135135         C         1997/01/01
  W0123         SAM'S TEST 145145145      T  C         1997/01/01


  SPECIMEN COLLECT DT: 1997/01/16


 UP/DOWN arrow or PAGE UP/DOWN to scroll data, RETURN to exit
```

This screen lists information identifying all specimens for individuals in the military service that has been tested positive during pre-screening for the reporting period.

5.3.1.27   Query for Positive Military Laboratory Urinalysis Results Data.

This option allows you to determine whether specimen collection dates for positive military laboratory urinalysis test results data exist for a reporting period. When you select option #2 from the "Patient Services Query Menu," the system will display the following screen.

```
  Positive Military Laboratory Urinalysis

 Begin Date: _____     End Date: _____

        F3 = SAVE to query; F6 = Cancel
```

Figure 5.3-30. Positive Military Laboratory Urinalysis Results Data

Enter the beginning and the ending report dates in the format YYYY/MM/DD to determine whether specimen collection data for 'positive military laboratory urinalysis results' exist for a reporting period. If there is no data for that reporting period, then the system will display a message indicating that no specimen data for 'positive military laboratory urinalysis results' exist for that reporting period. Pressing <F3> will process the query and will take you to the "Positive Military Laboratory Query" screen.

```
┌──────────────────────────────────────────────────────────┐
│▌            Positive Military Laboratory Results          │
│>                                                          │
│            FOR OFFICIAL USE ONLY - PRIVACY ACT DATA       │
│                                                           │
│                                       PCN: ZJY-604        │
│                                       DATE: 1998/01/09    │
│                  1997/01/01 THRU 1997/01/31               │
│                                                           │
│  SPECIMEN COLLECT DT: 1997/01/01                          │
│                                                           │
│  CUST DOC UIC      UNIT NAME     INDIV ID    DRUG RESULTS      RCVD LAB DT│
│                                                           │
│      1              A1      123123123   T  C  X    M      1997/01/06 │
│      W0123    SAM'S TEST COMM  135135135      C  A        1997/01/10 │
│      W0123    SAM'S TEST COMM  145145145   T  C  A    L   1997/01/10 │
│                                                           │
│                                                           │
│  SPECIMEN COLLECT DT: 1997/01/16                          │
│                                                           │
└──────────────────────────────────────────────────────────┘
│UP/DOWN arrow or PAGE UP/DOWN to scroll data, RETURN to exit│
└──────────────────────────────────────────────────────────┘
```

This screen lists information identifying all specimens for individuals in the military service that has been tested positive during the reporting period. The system will display any results to the screen for the reporting period specified. Press <F6> to cancel your query and to return you to the "Patient Services Query Menu".

5.3.1.28   Query for Positive Civilian Laboratory Urinalysis Results Data.

This selection allows you to determine whether specimen collection data for Positive Civilian Laboratory Urinalysis Test Result exists for a reporting period. When you select option #3 from the "Patient Services Query Menu," the system will display the following screen.

```
┌──────────────────────────────────────────────────┐
│     Positive Civilian Laboratory Urinalysis       │
│                                                    │
│ Begin Date: _____      End Date: _____   │
│                                                    │
│        F3 = SAVE to query; F6 = CANCEL             │
└──────────────────────────────────────────────────┘
```

Figure 5.3-31. Positive Civilian Laboratory Urinalysis Results Data

Enter the beginning and the ending report dates to determine whether specimen collection data for positive civilian laboratory urinalysis results data exist for a reporting period. If there is no data for that reporting period, the system will display a message indicating that no specimen data for 'positive civilian laboratory urinalysis results' exists for that reporting period.

Press <F3> to process the query and to take you to the "Positive Civilian Laboratory Query" screen.

```
┌──────────────────────────────────────────────────────────┐
│▌            Positive Civilian Laboratory Results          │
│>                                                          │
│            FOR OFFICIAL USE ONLY - PRIVACY ACT DATA       │
│                                                           │
│                                       PCN: ZJY-604        │
│                                       DATE: 1998/01/09    │
│                  1997/01/01 THRU 1997/01/31               │
│                                                           │
│  SPECIMEN COLLECT DT: 1997/01/01                          │
│                                                           │
│  CUST DOC UIC      UNIT NAME     INDIV ID    DRUG RESULTS      RCVD LAB DT│
│                                                           │
│  UAWQO       MARILOU SQUADR   111112222         O        1997/05/14 │
│                                                           │
│  SPECIMEN COLLECT DT: 1997/01/22                          │
│                                                           │
│  CUST DOC UIC      UNIT NAME     INDIV ID    DRUG RESULTS      RCVD LAB DT│
│                                                           │
└──────────────────────────────────────────────────────────┘
│UP/DOWN arrow or PAGE UP/DOWN to scroll data, RETURN to exit│
└──────────────────────────────────────────────────────────┘
```

This screen lists information identifying all specimens for civilians that have tested positive during the reporting period. The system will display any results to the screen for the reporting period specified. Press <F6> to cancel your query and to return you to the "Patient Services Query Menu".

5.3.1.29   Query for Patient Progress Reports.

This option allows you to determine whether or not PPR data exists for an individual. When you select option #4 from the "Patient Services Query Menu", the system will display the following screen.

```
┌────────────────────────────────────┐
│█ Patient Progress Reports ████████│
│                                    │
│   Individual ID: _____         │
│                                    │
│ F3 = SAVE to query; F6 = CANCEL    │
└────────────────────────────────────┘
```

Figure 5.3-32. Patient Progress Reports

Enter the SSN of the individual at the prompt. If no data exist for that individual, the system will display a message indicating that PPR data for that individual does not exist. Press <F2> for active patients.

The "Patient Progress Report Query" screen displays information regarding the dates of all PPR associated with the individuals most recent enrollment date.

```
┌──────────────────────────────────────────────────┐
│████ Patient Progress Reports Query ██████████████│
│>                                                  │
│       FOR OFFICIAL USE ONLY - PRIVACY ACT DATA    │
│                                                   │
│                              PCN:  ZJY-506        │
│                              DATE: 1998/01/09     │
│                                                   │
│  INDIVIDUAL SSN:  248557777                       │
│  INDIVIDUAL NAME: APPLE DRUNK                     │
│                                                   │
│  ENROLLMENT DECISION DATE  PATIENT PROGRESS REPORT DATE│
│         1997/03/25                1997/10/10      │
│         1997/03/25                1997/10/10      │
│         1997/03/25                1997/10/10      │
│         1997/03/25                1997/10/10      │
│         1997/03/25                1997/10/14      │
│         1997/03/25                1997/10/20      │
│         1997/03/25                1997/10/27      │
│                                                   │
│                                                   │
│UP/DOWN arrow or PAGE UP/DOWN to scroll data, RETURN to ex│
└──────────────────────────────────────────────────┘
```

Press <Enter> to exit.

5.3.1.30   View Patient Intake/Screening Report.

This option displays a report of all the PIR data available for the individual and date requested by you. Selection of this option from the "Patient Services Query Menu" will display the following screen.

```
┌────────────────────────────────────┐
│█ Patient Intake/Screening Report ██│
│                                    │
│  Individual ID: _____          │
│                                    │
│  Enrollment Decision Date: _____  │
│                                    │
│       F3 = VIEW; F6 = CANCEL       │
└────────────────────────────────────┘
```

Figure 5.3-33. Patient Intake/Screening Report

To view a PIR for an individual, enter the Individual ID (SSN) and the Enrollment Decision Date of the individual. Press <F3> to view the report. The system will determine whether or not a PIR exists for that individual and will display that PIR.

5.3.1.31   View Patient Progress Report.

This option displays a report of all the PPR data available for the individual and date requested by you. Selection of this option from the "Patient Services Query Menu" will display the following screen.
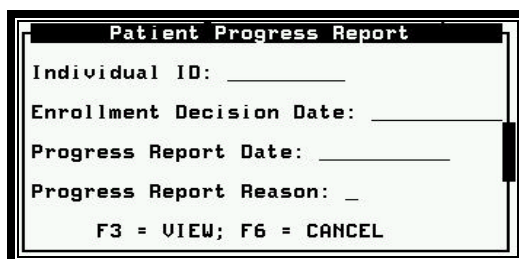
Figure 5.3-34. Patient Progress Report

To view a PPR for an individual, enter the Individual ID, Enrollment Decision Date, Progress Report Date and Progress Report Reason for the individual at the screen prompt. Press <F3> to view the report. The system will determine whether a PPR meeting the criteria entered exists for that Individual ID and will display the PPR.

5.3.1.32   Patient Services Report Menu.

This menu selection allows you to display or run hard copy reports of existing patient services information. Selection of this option from the "Patient Services Menu" will produce the following screen.
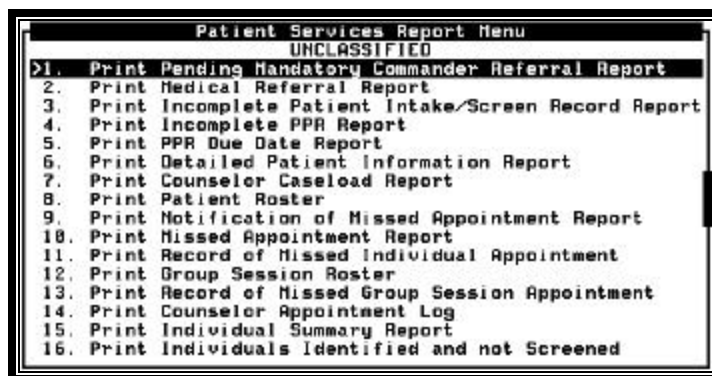
Figure 5.3-35. Patient Services Report Menu

To print one of the reports shown on the "Patient Services Report Menu", select the appropriate menu item and press <Enter>. Follow the instructions that appear at the bottom of the screen for each type of report when entering the query. Each selection will offer the options of 'viewing or printing or saving in disk' the report.

5.3.1.33   Print Pending Mandatory Commander Referral Report.

Selection of this option from the "Patient Services Report Menu" will produce the following screen.
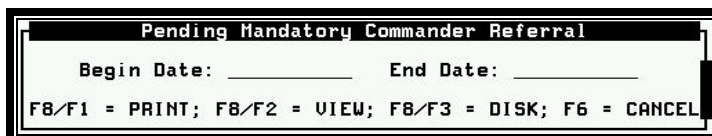
Figure 5.3-36. Pending Mandatory Commander Referral Report

Enter the begin date and end date. Press <F8/F1> to print or <F8/F2> to view or <F8/F3> to save the report in the Disk or <F6> to cancel. If you choose to PRINT the report, the print destination screen will allow you to enter the appropriate information. Fill in the appropriate information and

press <F3> to process and send the report to the printer. If you choose to save the report in Disk, press <F8/F3> and the following screen will allow you to enter the appropriate informatio n.

```
+-------------------------------------------------+
|         Print Pend Mandatory Com Ref Rpt to DOS |
|                                                 |
|            Node Address: _____        |
|                                                 |
| DOS Filename (include path): _____  |
|                                                 |
|              F3 = SAVE;  F6 = CANCEL            |
+-------------------------------------------------+
```

Enter a valid IP address (Alt-I if in NCSA Telnet) in the node address field and the filename. Press <F3> to save the report or <F6> to cancel the request.

5.3.1.34   Print Medical Referral Report.

Selection of this option from the "Patient Services Report Menu" will produce the following screen.

```
+-------------------------------------------------+
|             Medical Referral Report             |
|                                                 |
|    Begin Date: _____    End Date: _____ |
|                                                 |
| F8/F1 = PRINT; F8/F2 = VIEW; F8/F3 = DISK; F6 = CANCEL |
+-------------------------------------------------+
```
Figure 5.3-37. Medical Referral Report

Enter the begin date and end date. Press <F8/F1> to print or <F8/F2> to view or <F8/F3> to save the report in Disk or <F6> to cancel. If you choose to PRINT the report, the print destination screen will allow you to enter the appropriate information. Fill in the appropriate information and press <F3> to process and send the report to the printer. If you choose to save the report in Disk, press <F8/F3> and the following screen will allow you to enter the appropriate information.

```
+-------------------------------------------------+
|         Print Pend Mandatory Com Ref Rpt to DOS |
|                                                 |
|            Node Address: _____        |
|                                                 |
| DOS Filename (include path): _____  |
|                                                 |
|              F3 = SAVE;  F6 = CANCEL            |
+-------------------------------------------------+
```

Enter a valid IP address (Alt-I if in NCSA Telnet) in the node address field and the filename. Press <F3> to save the report or <F6> to cancel the request.

5.3.1.35   Print Incomplete Patient Intake/Screen Report.

Selection of this option from the "Patient Services Report Menu" will produce the following screen.
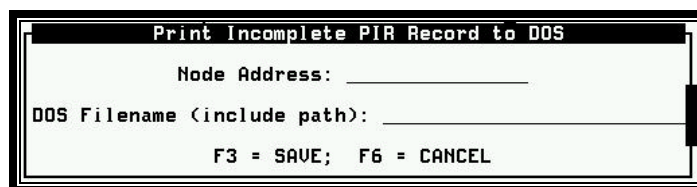
```
+-------------------------------------------------+
|       Incomplete Patient Intake/Screen Report   |
|                                                 |
|               ***_____***               |
|                                                 |
|       This report will print all the incomplete PIR |
|         data that cannot be sent to the DAMIS-HQ.   |
|                                                 |
| F8/F1 = PRINT; F8/F2 = VIEW; F8/F3 = DISK; F6 = CANCEL |
+-------------------------------------------------+
```
Figure 5.3-38. Incomplete Patient Intake/Screen Report

Press <F8/F1> to print or <F8/F2> to view or <F8/F3> to save the report in Disk or <F6> to cancel. If you choose to PRINT the report, the print destination screen will allow you to enter the appropriate information. Fill in the appropriate information and press <F3> to process and send the report to the printer. If you choose to save the report in Disk, press <F8/F3> and the following screen will allow you to enter the appropriate information.
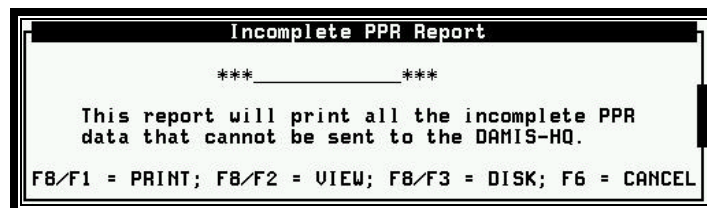
```
┌──────────────────────────────────────────────┐
│        Print Incomplete PIR Record to DOS      │
│                                                │
│           Node Address: _____       │
│                                                │
│ DOS Filename (include path): _____ │
│                                                │
│              F3 = SAVE;  F6 = CANCEL           │
└──────────────────────────────────────────────┘
```

Enter a valid IP address (Alt-I if in NCSA Telnet) in the node address field and the filename. Press <F3> to save the report or <F6> to cancel the request.

5.3.1.36   Print Incomplete PPR Report.

Selection of this option from the "Patient Services Report Menu" will produce the following screen.
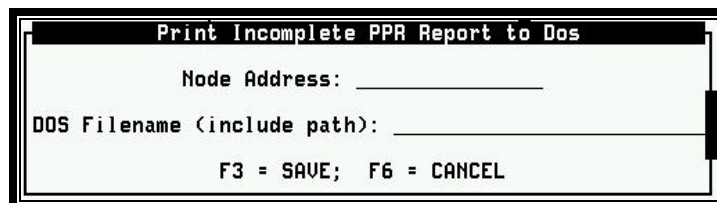
```
┌──────────────────────────────────────────────┐
│              Incomplete PPR Report             │
│                                                │
│             ***_____***               │
│                                                │
│      This report will print all the incomplete PPR │
│       data that cannot be sent to the DAMIS-HQ. │
│                                                │
│ F8/F1 = PRINT; F8/F2 = VIEW; F8/F3 = DISK; F6 = CANCEL │
└──────────────────────────────────────────────┘
```

Figure 5.3-39. Incomplete PPR Report

Press <F8/F1> to print or <F8/F2> to view or <F8/F3> to save the report in Disk or <F6> to cancel. If you choose to PRINT the report, the print destination screen will allow you to enter the appropriate information. Fill in the appropriate information and press <F3> to process and send the report to the printer. If you choose to save the report in Disk, press <F8/F3> and the following screen will allow you to enter the appropriate information.
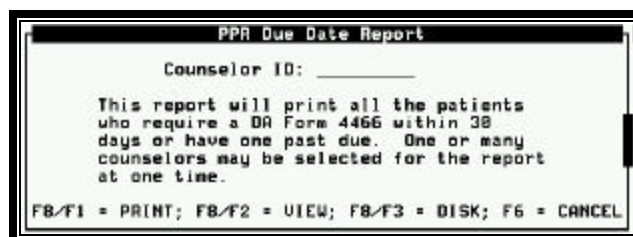
```
┌──────────────────────────────────────────────┐
│        Print Incomplete PPR Report to Dos      │
│                                                │
│           Node Address: _____       │
│                                                │
│ DOS Filename (include path): _____ │
│                                                │
│              F3 = SAVE;  F6 = CANCEL           │
└──────────────────────────────────────────────┘
```

Enter a valid IP address (Alt-I if in NCSA Telnet) in the node address field and the filename. Press <F3> to save the report or <F6> to cancel the request.

5.3.1.37   Print PPR Due Date Report.

Selection of this option from the "Patient Services Report Menu" will produce the following screen.
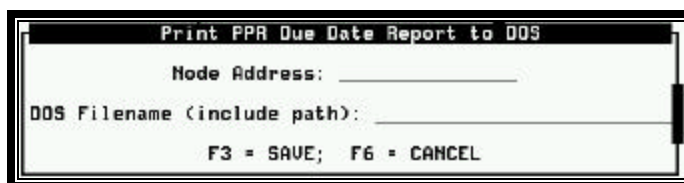
```
┌──────────────────────────────────────────────┐
│              PPR Due Date Report               │
│                                                │
│           Counselor ID: _____              │
│                                                │
│      This report will print all the patients   │
│      who require a DA Form 4466 within 30      │
│      days or have one past due.  One or many   │
│      counselors may be selected for the report │
│      at one time.                              │
│                                                │
│ F8/F1 = PRINT; F8/F2 = VIEW; F8/F3 = DISK; F6 = CANCEL │
└──────────────────────────────────────────────┘
```

Figure 5.3-40. PPR Due Date Report

Enter the counselor ID. Press <F8/F1> to print or <F8/F2> to view or <F8/F3> to save the report in Disk or <F6> to cancel. If you choose to PRINT the report, the print destination screen will allow you to enter the appropriate information. Fill in the appropriate information and press <F3> to process and send the report to the printer. If you choose to save the report in Disk, press <F8/F3> and the following screen will allow you to enter the appropriate information.

```
╔══════════════════════════════════════════════╗
║         Print PPR Due Date Report to DOS       ║
║                                                ║
║         Node Address: _____           ║
║                                                ║
║  DOS Filename (include path): _____  ║
║                                                ║
║           F3 = SAVE;  F6 = CANCEL              ║
╚══════════════════════════════════════════════╝
```

Enter a valid IP address (Alt-I if in NCSA Telnet) in the node address field and the filename. Press <F3> to save the report or <F6> to cancel the request.

5.3.1.38   Print Detailed Patient Information Report.

Selection of this option from the "Patient Services Report Menu" will produce the following screen.

```
╔══════════════════════════════════════════════╗
║       Detailed Patient Information Report       ║
║                                                ║
║            Individual ID: _____            ║
║                                                ║
║ F8/F1 = PRINT; F8/F2 = VIEW; F8/F3 = DISK; F6 = CANCEL ║
╚══════════════════════════════════════════════╝
```
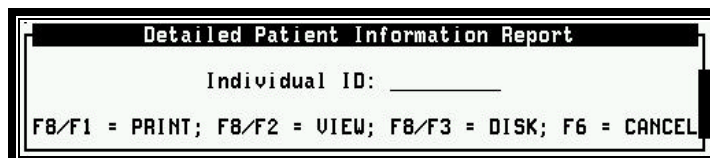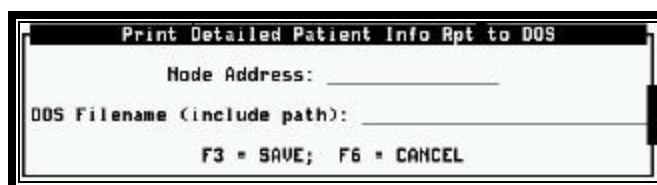
Figure 5.3-41. Detailed Patient Information Report

Enter the individual ID. Press <F8/F1> to print or <F8/F2> to view or <F8/F3> to save the report in Disk or <F6> to cancel. If you choose to PRINT the report, the print destination screen will allow you to enter the appropriate information. Fill in the appropriate information and press <F3> to process and send the report to the printer. If you choose to save the report in Disk, press <F8/F3> and the following screen will allow you to enter the appropriate information.

```
╔══════════════════════════════════════════════╗
║       Print Detailed Patient Info Rpt to DOS    ║
║                                                ║
║          Node Address: _____          ║
║                                                ║
║  DOS Filename (include path): _____  ║
║                                                ║
║            F3 = SAVE;  F6 = CANCEL             ║
╚══════════════════════════════════════════════╝
```

Enter a valid IP address (Alt-I if in NCSA Telnet) in the node address field and the filename. Press <F3> to save the report or <F6> to cancel the request.

5.3.1.39   Print Counselor Caseload Report.

Selection of this option from the "Patient Services Report Menu" will produce the following screen.

```
╔══════════════════════════════════════════════╗
║           Counselor Caseload Report             ║
║                                                ║
║            Counselor ID: _____             ║
║ F8/F1 = PRINT; F8/F2 = VIEW; F8/F3 = DISK; F6 = CANCEL ║
╚══════════════════════════════════════════════╝
```
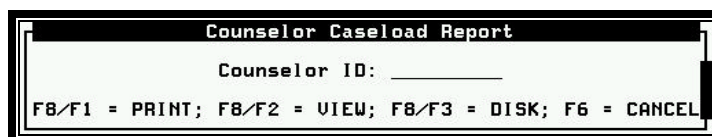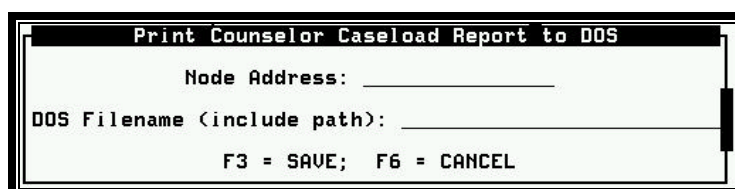
Figure 5.3-42. Counselor Caseload Report

Enter the counselor ID. Press <F8/F1> to print or <F8/F2> to view or <F8/F3> to save the report in Disk or <F6> to cancel. If you choose to PRINT the report, the print destination screen will allow you to enter the appropriate information. Fill in the appropriate information and press <F3> to process and send the report to the printer. If you choose to save the report in Disk, press <F8/F3> and the following screen will allow you to enter the appropriate information.

```
╔══════════════════════════════════════════════╗
║       Print Counselor Caseload Report to DOS    ║
║                                                ║
║          Node Address: _____          ║
║                                                ║
║  DOS Filename (include path): _____  ║
║                                                ║
║           F3 = SAVE;  F6 = CANCEL             ║
╚══════════════════════════════════════════════╝
```

Enter a valid IP address (Alt-I if in NCSA Telnet) in the node address field and the filename. Press

<F3> to save the report or <F6> to cancel the request.

5.3.1.40   Print Patient Roster.

Selection of this option from the "Patient Services Report Menu" will produce the following screen.
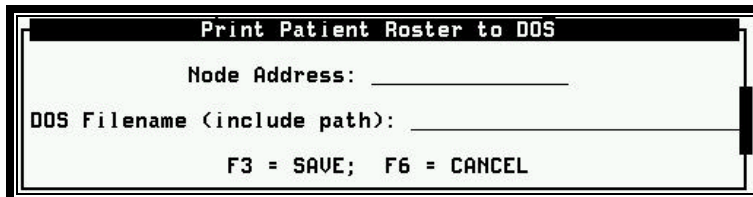
```
┌─────────────────────────────────────────────┐
│               Patient Roster                 │
│                                              │
│          ***  _____  ***             │
│                                              │
│       This report will generate a roster of all │
│       patients who are currently enrolled in the │
│       ADAPCP.                                │
│                                              │
│ F8/F1 = PRINT; F8/F2 = VIEW; F8/F3 = DISK; F6 = CANCEL │
└─────────────────────────────────────────────┘
```

Figure 5.3-43. Patient Roster

Press <F8/F1> to print or <F8/F2> to view or <F8/F3> to save the report in Disk or <F6> to cancel. If you choose to PRINT the report, the print destination screen will allow you to enter the appropriate information. Fill in the appropriate information and press <F3> to process and send the report to the printer. If you choose to save the report in Disk, press <F8/F3> and the following screen will allow you to enter the appropriate information.

```
┌─────────────────────────────────────────────┐
│          Print Patient Roster to DOS         │
│                                              │
│          Node Address: _____       │
│                                              │
│ DOS Filename (include path): _____ │
│                                              │
│              F3 = SAVE;  F6 = CANCEL          │
└─────────────────────────────────────────────┘
```

Enter a valid IP address (Alt-I if in NCSA Telnet) in the node address field and the filename. Press <F3> to save the report or <F6> to cancel the request.

5.3.1.41   Print Notification of Missed Appointment Report.

Selection of this option from the "Patient Services Report Menu" will produce the following screen.

```
┌─────────────────────────────────────────────┐
│      Notification of Missed Apointment Report │
│                                              │
│   Begin Date: _____    End Date: _____ │
│                                              │
│ F8/F1 = PRINT; F8/F2 = VIEW; F8/F3 = DISK; F6 = CANCEL │
└─────────────────────────────────────────────┘
```

Figure 5.3-44. Notification of Missed Appointment Report

Enter the begin date and end date. Press <F8/F1> to print or <F8/F2> to view or <F8/F3> to save the report in Disk or <F6> to cancel. If you choose to PRINT the report, the print destination screen will allow you to enter the appropriate information. Fill in the appropriate information and press <F3> to process and send the report to the printer. If you choose to save the report in Disk, press <F8/F3> and the following screen will allow you to enter the appropriate information.

```
┌─────────────────────────────────────────────┐
│       Print Not of Missed Appt Report to DOS │
│                                              │
│          Node Address: _____       │
│                                              │
│ DOS Filename (include path): _____ │
│                                              │
│              F3 = SAVE;  F6 = CANCEL          │
└─────────────────────────────────────────────┘
```

Enter a valid IP address (Alt-I if in NCSA Telnet) in the node address field and the filename. Press <F3> to save the report or <F6> to cancel the request.

5.3.1.42   Print Missed Appointment Report.

Selection of this option from the "Patient Services Report Menu" will produce the following screen.

Figure 5.3-45. Missed Appointment Report

Enter the begin date and end date. Press <F8/F1> to print or <F8/F2> to view or <F8/F3> to save the report in Disk or <F6> to cancel. If you choose to PRINT the report, the print destination screen will allow you to enter the appropriate information. Fill in the appropriate information and press <F3> to process and send the report to the printer. If you choose to save the report in Disk, press <F8/F3> and the following screen will allow you to enter the appropriate information.

Enter a valid IP address (Alt-I if in NCSA Telnet) in the node address field and the filename. Press <F3> to save the report or <F6> to cancel the request.

5.3.1.43   Print Record of Missed Individual Appointment.

Selection of this option from the "Patient Services Report Menu" will produce the following screen.

Figure 5.3-46. Record of Missed Individual Appointment

Enter the individual ID, appointment date and time. Press <F8/F1> to print or <F8/F2> to view or <F8/F3> to save the report in Disk or <F6> to cancel. If you choose to PRINT the report, the print destination screen will allow you to enter the appropriate information. Fill in the appropriate information and press <F3> to process and send the report to the printer. If you choose to save the report in Disk, press <F8/F3> and the following screen will allow you to enter the appropriate information.

Enter a valid IP address (Alt-I if in NCSA Telnet) in the node address field and the filename. Press <F3> to save the report or <F6> to cancel the request.

5.3.1.44   Print Group Session Roster.

Selection of this option from the "Patient Services Report Menu" will produce the following screen.

```
╔══════════════════════════════════════════╗
║          Group Session Roster             ║
║   Begin Date: _____   End Date: _____  ║
║ F8/F1 = PRINT; F8/F2 = VIEW; F8/F3 = DISK; F6 = CANCEL ║
╚══════════════════════════════════════════╝
```

Figure 5.3-47. Group Session Roster

Enter the begin date and end date. Press <F8/F1> to print or <F8/F2> to view or <F8/F3> to save the report in Disk or <F6> to cancel. If you choose to PRINT the report, the print destination screen will allow you to enter the appropriate information. Fill in the appropriate information and press <F3> to process and send the report to the printer. If you choose to save the report in Disk, press <F8/F3> and the following screen will allow you to enter the appropriate information.

```
╔══════════════════════════════════════════╗
║      Print Group Session Roster to DOS     ║
║        Node Address: _____        ║
║ DOS Filename (include path): _____  ║
║           F3 = SAVE;  F6 = CANCEL          ║
╚══════════════════════════════════════════╝
```

Enter a valid IP address (Alt-I if in NCSA Telnet) in the node address field and the filename. Press <F3> to save the report or <F6> to cancel the request.

5.3.1.45   Print Record of Missed Group Session Appointment.

Selection of this option from the "Patient Services Report Menu" will produce the following screen.

```
╔══════════════════════════════════════════╗
║        Record of Missed Group Session Appt  ║
║        Individual ID: _____            ║
║        Appointment Date: _____        ║
║        Group Session Number: ___           ║
║ F8/F1 = PRINT; F8/F2 = VIEW; F8/F3 = DISK; F6 = CANCEL ║
╚══════════════════════════════════════════╝
```

Figure 5.3-48. Record of Missed Group Session Appointment

Enter the individual ID, appointment date and time. Press <F8/F1> to print or <F8/F2> to view or <F8/F3> to save the report in Disk or <F6> to cancel. If you choose to PRINT the report, the print destination screen will allow you to enter the appropriate information. Fill in the appropriate information and press <F3> to process and send the report to the printer. If you choose to save the report in Disk, press <F8/F3> and the following screen will allow you to enter the appropriate information.

```
╔══════════════════════════════════════════╗
║      Print Group Session Roster to DOS     ║
║        Node Address: _____        ║
║ DOS Filename (include path): _____  ║
║           F3 = SAVE;  F6 = CANCEL          ║
╚══════════════════════════════════════════╝
```

Enter a valid IP address (Alt-I if in NCSA Telnet) in the node address field and the filename. Press <F3> to save the report or <F6> to cancel the request.

5.3.1.46   Print Counselor Appointment Log.

Selection of this option from the "Patient Services Report Menu" will produce the following screen.

```
╔══════════════════════════════════════════╗
║          Counselor Appointment Log         ║
║   Begin Date: _____   End Date: _____  ║
║ F8/F1 = PRINT; F8/F2 = VIEW; F8/F3 = DISK; F6 = CANCEL ║
╚══════════════════════════════════════════╝
```

Figure 5.3-49. Counselor Appointment Log

Enter the begin date and end date. Press <F8/F1> to print or <F8/F2> to view or <F8/F3> to save the report in Disk or <F6> to cancel. If you choose to PRINT the report, the print destination screen will allow you to enter the appropriate information. Fill in the appropriate information and press <F3> to process and send the report to the printer. If you choose to save the report in Disk, press <F8/F3> and the following screen will allow you to enter the appropriate information.

```
+==========================================================+
|         Print Counselor Appointment Log to DOS           |
|                                                          |
|            Node Address: _____                |
|                                                          |
| DOS Filename (include path): _____ |
|                                                          |
|              F3 = SAVE;  F6 = CANCEL                      |
+==========================================================+
```

Enter a valid IP address (Alt-I if in NCSA Telnet) in the node address field and the filename. Press <F3> to save the report or <F6> to cancel the request.

5.3.1.47   Print Individual Summary Report.

Selection of this option from the "Patient Services Report Menu" will produce the following screen.

```
+===================================================+
|              Individual Summary Report            |
|                                                   |
|               Individual ID: _____            |
|                                                   |
| F8/F1 = PRINT; F8/F2 = VIEW; F8/F3 = DISK; F6 = CANCEL |
+===================================================+
```

Figure 5.3-50. Individual Summary Report

Enter the individual ID. Press <F8/F1> to print or <F8/F2> to view or <F8/F3> to save the report in Disk or <F6> to cancel. If you choose to PRINT the report, the print destination screen will allow you to enter the appropriate information. Fill in the appropriate information and press <F3> to process and send the report to the printer. If you choose to save the report in Disk, press <F8/F3> and the following screen will allow you to enter the appropriate information.

```
+===================================================+
|         Print Individual Summary Report to DOS    |
|                                                   |
|            Node Address: _____         |
|                                                   |
| DOS Filename (include path): _____ |
|                                                   |
|              F3 = SAVE;  F6 = CANCEL              |
+===================================================+
```

Enter a valid IP address (Alt-I if in NCSA Telnet) in the node address field and the filename. Press <F3> to save the report or <F6> to cancel the request.

5.3.1.48   Print Individuals Identified and Not Screened.

Selection of this option from the "Patient Services Report Menu" will produce the following screen.

```
+=========================================================+
|        Individuals Identified and Not Screened          |
|                                                         |
|        This report will list all the individuals        |
|        who have been identified to the ADAPCP,          |
|        but have never been screened.                    |
|        Enter starting date for report or leave          |
|        blank for entire report.                         |
|                                                         |
|        Start date: _____                          |
|                                                         |
| F8/F1 = PRINT; F8/F2 = VIEW; F8/F3 = DISK; F6 = CANCEL   |
+=========================================================+
```

Figure 5.3-51. Individuals Identified and Not Screened

Enter the start date. If you have entered a date, which is not accepted by the system, then an error message will appear.

Enter a valid date and press <Enter> to continue. Press <F8/F1> to print or <F8/F2> to view or

<F8/F3> to save the report in Disk or <F6> to cancel. If you choose to PRINT the report, the print destination screen will allow you to enter the appropriate information. Fill in the appropriate information and press <F3> to process and send the report to the printer. If you choose to save the report in Disk, press <F8/F3> and the following screen will allow you to enter the appropriate information.

```
┌─────────────────────────────────────────────┐
│      Print Ind IDd But Not Screened to DOS    │
│                                               │
│          Node Address: _____        │
│                                               │
│ DOS Filename (include path): _____  │
│                                               │
│            F3 = SAVE;  F6 = CANCEL            │
└─────────────────────────────────────────────┘
```

Enter a valid IP address (Alt-I if in NCSA Telnet) in the node address field and the filename. Press <F3> to save the report or <F6> to cancel the request.

5.3.1.49   Manpower Statistics.

This menu option allows the individual to enter their man-hours for a daily, weekly, or monthly basis. This function allows you to add and change the number of hours spent by an employee in support of each work category. This function consists of two screens. The first screen displays the direct mission areas and their performance factors. The system pre-populates ADAPCP Employee ID and name and prompts you to enter the Manpower Utilization Period (Begin Date - End Date). After parameter entry is complete and validated, the system will respond with either the "ADDING RECORD" or "CHANGING RECORD", whichever is pertinent. You must have a log-in ID added in the employee section or be a FA for this section to work correctly. You will only be able to add or change manpower statistics associated with your SSN. If there are records that overlap the Begin and End date range, then you are informed of the overlap and given the opportunity to delete the existing records.   Selection of this option from the "Patient Services Menu", will display the following screen.

```
┌──────────────────────────────────────────────────────────┐
│     Manpower Statistics  (Page 1 of 2) PCN: ZJY-838        │
│ *_____* * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA * │
│                                                            │
│ Employee ID: _____   Name: _____    │
│ Begin Date: _____   End Date: _____                │
│                                                            │
│ DIRECT MISSION PERFORMANCE AND PERFORMANCE FACTOR          │
│ DIRECT MISSION AREAS    CATEGORY HOUR              QUANTITY │
│ Biochemical Testing     Drug  ___     Tests      ___       │
│                         Alcohol ___   Tests      ___       │
│ Prevention Education    Drug  ___     Students   ___       │
│                         Alcohol ___   Students   ___       │
│ Treatment               Drug  ___     Visits     ___       │
│                         Alcohol ___   Visits     ___       │
│ Staff Training          Drug  ___     Classes    ___       │
│                         Alcohol ___   Classes    ___       │
│ Program Evaluation      Drug  ___     Assessments ___      │
│                         Alcohol ___   Assessments ___      │
│     F3 = SAVE and Proceed to Next Form; F6 = CANCEL        │
│       * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *         │
└──────────────────────────────────────────────────────────┘
```

Figure 5.3-52. Manpower Statistics

Pressing <F3> will advance you to page 2 of the screen and <F6> will return you to the "Patient Services Menu".

This screen displays the ADAPCP indirect work categories and the field for hours not associated with the ADAPCP mission. You must enter all the data in the form. You can page back to the first screen by pressing <F8/F4>. Nevertheless, when you finish entering the data, <F3> must be pressed to save all of the data on both screens. Pressing <F3> will save the information on both screens and will return you to a blank form so that you may process additional manpower records information. Pressing <F6> will return you to the "Patient Services Menu" without saving your input.

5.3.1.50   Biochemical Testing Menu.

This menu allows you to access those menus used for entering urinalysis specimen testing information, querying positive biochemical testing data and printing biochemical testing reports. Selection of this option from the "Peacetime Menu" will produce the following screen.

Figure 5.3-53. Biochemical Testing Menu

5.3.1.51   Military Urinalysis Specimen Testing Menu.

When you select this option from the "Biochemical Testing Menu," the following screen will appear.

Figure 5.3-54. Military Data Format

To perform one of these functions, highlight the appropriate menu item and press <Enter>. Follow the instructions that appear at the bottom of each screen.

5.3.1.52   Barcode

This menu allows you to access those screens to scan barcoded military specimen data and to enter and change military specimen data, information on military laboratory results, and military MRO evaluation. Pressing option 1 from the "Military Data Format" screen will present the following screen.

```
┌──────────────────────────────────────────┐
│   ▌Military Barcode UA Specimen Menu▐     │
│ > ▌         UNCLASSIFIED         ▐        │
│   1.  Scan Barcoded Military Specimen Data│
│   2.  Maintain Military Laboratory Results Data│
│   3.  Maintain Military MRO Evaluation Data│
└──────────────────────────────────────────┘
```

5.3.1.53   Scan Barcoded Military Specimen Menu

This option accesses area where you can scan information associated with barcode. Pressing option 1 from the "Military Specimen Menu" offers the following screen.

```
┌─────────────────────────────┐
│      Barcode data buffer     │
│ 00: _____ │
│ 01: _____ │
│ 02: _____ │
│ 03: _____ │
│ 04: _____ │
│ 05: _____ │
│ 06: _____ │
│ 07: _____ │
│ 08: _____ │
│ 09: _____ │
│ 10: _____ │
│ 11: _____ │
│ 12: _____ │
│ XXX                          │
│ XXX                          │
│ XXX                          │
└─────────────────────────────┘
```

5.3.1.54   Maintain Military Laboratory Results Data

This option allows you to add, change, or view laboratory urinalysis test results data associated with a military urinalysis specimen and any associated pre-screening information that has been entered. Selecting option 2 from "Military Specimen Menu" to present the following screen.

```
┌────────────────────────────────────────────────────────┐
│  Maintain Military Laboratory Result Data PCN: ZJV-603   │
│        * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *      │
│ SAC: FCB4      UIC: _____   Date Specimen Collected: 1999/09/21 │
│ Doc/Batch No: ____    Lab Code: ____    Return Date: _____ │
│                                                          │
│ No    SSN    Reject  Accession   D P L D P L D P L D L D L D L │
│              Code    Number      R R   R R   R R   R   R   R   R │
│ 01 _____   __   _____  -- -- -- -- -- -- -- -- -- -- │
│ 02 _____   __   _____  -- -- -- -- -- -- -- -- -- -- │
│ 03 _____   __   _____  -- -- -- -- -- -- -- -- -- -- │
│ 04 _____   __   _____  -- -- -- -- -- -- -- -- -- -- │
│ 05 _____   __   _____  -- -- -- -- -- -- -- -- -- -- │
│ 06 _____   __   _____  -- -- -- -- -- -- -- -- -- -- │
│ 07 _____   __   _____  -- -- -- -- -- -- -- -- -- -- │
│ 08 _____   __   _____  -- -- -- -- -- -- -- -- -- -- │
│ 09 _____   __   _____  -- -- -- -- -- -- -- -- -- -- │
│ 10 _____   __   _____  -- -- -- -- -- -- -- -- -- -- │
│ 11 _____   __   _____  -- -- -- -- -- -- -- -- -- -- │
│ 12 _____   __   _____  -- -- -- -- -- -- -- -- -- -- │
│ F3 = SAVE; F6 = CANCEL  * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA * │
│ Enter 6-character Unit Identification Code               │
└────────────────────────────────────────────────────────┘
```

Figure 5.3-55. Add/Change Military Specimen Data

Field	Description
SAC:	Press <F2> for choices for SAC. SAC is pre-populated and you can not change it until you enter UIC.
UIC:	Enter the UIC from the DD Form 2624 that identifies which unit collected the specimens.
Date Specimen Collected:	Enter the date the specimen(s) was collected or press <F2> for choices for selection for past 60 days.
Doc/Batch No:	This number is determined as follows. If you had four DD Forms 2624 from the same unit that were prepared on the same day, then the first DD Form 2624 would have a custody document number of 0001, the second DD Form 2624 would have a custody document number of 0002 and so on.

Lab Code:	Enter the code for the lab where the specimens will be shipped or press <F2> for choices for a list of codes.
Return Date:	The date the spcimen(s) was returned.

5.3.1.55   Maintain Military MRO Evaluation Data

This option allows you to add, change, or view an MRO's evaluation of positive urinalysis test results. Select option 3 from "Military Specimen Menu" to present the following screen.

Figure 5.3-56. Maintain Military MRO Evaluation Data

In order to pull in information regarding a positive urinalysis specimen so that MRO evaluation data can be added to the DAMIS, the following key elements from the DD Form 2624 that were previously entered must be entered:

SSN:	Enter the SSN of the specimen that was identified as being positive.
Date Specimen Collected:	Enter the date the specimen was collected or press <F2> for choices.
Custody Document Number:	Enter the Custody Document Number or press <F2> for choices.

At this point, the program will determine if information regarding that specimen exists. If information does exist, the screen will be populated with the information previously recorded pertaining to this particular specimen. If the program does not find a match for this particular specimen, you will see a message stating so.

Sequence Number:	Enter the sequence number or press <F2> for choices.
SAC:	This field gets pre-populated.
Unit ID Code:	Enter UIC or press <F2> for choices.
Evaluation Date:	Enter the date of evaluation.
MRO Evaluation Code:	Enter the MRO Evaluation code or press <F2> for selection.

If you receive the 'MILITARY MRO - NOT FOUND' message, check the data entered to make sure that you entered all of the key fields correctly. If all of the data is entered correctly, then press <F6> to return to the "Mil Urinalysis Specimen Testing Menu" and select item #2, Maintain Military Laboratory Results Data. Enter the key fields from the DD Form 2624 into the, "Maintain Military Laboratory Result Data" screen. Verify that results data was entered for the specimen. These results must be positive. If they were not entered (i.e., no informa tion populates the screen), proceed to enter the data at this time. Return to the "Maintain Military MRO Evaluation Data" screen to enter the MRO Evaluation information.

5.3.1.56   Manual

Selection of option 2 from the "Military Data Format" screen will present the following screen.

```
┌─────────────────────────────────────────────┐
│ ┌─────────────────────────────────────────┐ │
│ │    Mil Urinalysis Specimen Testing Menu │ │
│ │>            UNCLASSIFIED                 │ │
│ │  1.  Add/Change Military Specimen Data   │ │
│ │  2.  Maintain Military Laboratory Results Data │
│ │  3.  Maintain Military MRO Evaluation Data │ │
│ └─────────────────────────────────────────┘ │
└─────────────────────────────────────────────┘
```

5.3.1.57   Add/Change Military Specimen Data

This option allows you to add/change urinalysis collection data using the DD Form 2624, "Specimen Custody Document-Drug Testing", as a source document. This function also allows you to identify a quality assurance sample, the results of prescreen urinalysis testing, and specimens shipped to a FTDTL. Selection of this option from the "Military Urinalysis Specimen Testing Menu", will present the following screen. Selection of option 1 from the "Mil Urinalysis Specimen Testing Menu" will present the following screen.

```
┌──────────────────────────────────────────────────────────────┐
│         Add/Change Military Specimen Data PCN: ZJY-682        │
│    *              * * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *│
│ SAC: FC84    UIC: _____        Date Specimen Collected: 1999/89/21│
│ Doc/Batch No: ____   Lab Code: ____   Status: DIN   Ship Date: _____│
│                                                              │
│ No    SSN    Type  Cat.   IBTC    Prescreen    D R D R D R  Q/A│
│              Code        Rej Code   Date                      │
│ 81  _____  __   __    ____   _____   X X X X X X   X  │
│ 82  _____  __   __    ____   _____   X X X X X X   X  │
│ 83  _____  __   __    ____   _____   X X X X X X   X  │
│ 84  _____  __   __    ____   _____   X X X X X X   X  │
│ 85  _____  __   __    ____   _____   X X X X X X   X  │
│ 86  _____  __   __    ____   _____   X X X X X X   X  │
│ 87  _____  __   __    ____   _____   X X X X X X   X  │
│ 88  _____  __   __    ____   _____   X X X X X X   X  │
│ 89  _____  __   __    ____   _____   X X X X X X   X  │
│ 18  _____  __   __    ____   _____   X X X X X X   X  │
│ 11  _____  __   __    ____   _____   X X X X X X   X  │
│ 12  _____  __   __    ____   _____   X X X X X X   X  │
│  F3 = SAVE; F6 = CANCEL * FOR OFFICIAL USE ONLY - PRIVACY ACT D│
│ Enter 6-character Unit ID Code or F2 = Choices               │
└──────────────────────────────────────────────────────────────┘
```

At this point, the program will validate the information you have just entered and determine whether an entry already exists in the DAMIS with the same identification. If no record currently exists matching the data you have just entered, the heading at the top of the screen will indicate "ADDING RECORD". Proceed to fill in the remainder of the screen using the instructions below. If the information you have just entered <u>does</u> match a record currently in the DAMIS, the heading at the top of the screen will show "CHANGING RECORD". Proceed to view or make any necessary changes using the instructions below.

The following are the instructions for entry number 01 on the DD Form 2624 and should be used to complete all entries.

SSN:	Enter the SSN of the first specimen collected.
Type Code:	Enter the type code for the type of test conducted or press <F2> for choices.
Category:	Enter the category code that describes the rank category of the individual being tested. Press <F2> for choices.
IBTC Rej Code:	If the specimen was rejected for some reason by the IBTC, enter the reject code that best describes why the specimen was rejected or press <F2> for choices. This will give you a choice of OTSG or DOD codes first and then will produce a list of specified codes of that type.
Pre-screen Date:	If the specimen was pre-screened after it was received at the ADAPCP, enter the date that pre-screen took place. If no pre-screen has taken place, leave the field blank.

D:	If pre-screening took place, enter the drug(s) pre-screened for in each of the "D" categories. First "D" is pre-populated with "T" (Marijuana). Second "D" is pre-populated with "C" (Cocaine). Neither field can be changed. Third "D" is updateable with choices.
R:	If pre-screening took place, enter the result(s) for each drug that was pre-screened for in the "R" categories. First two "R" are pre-populated with "N"(Neg) and have choice. Third "R" also has choice.
Q/A:	Enter the appropriate code to signify what type of sample the specimen is. Press <F2> for choices if you are unsure of your selection.
Shipment Date:	Enter the date the specimen was shipped to the lab.

Continue to fill in the data until all items on the screen have been filled in to match the DD Form 2624 that you were entering the information from. When you have completed filling in all the information, press <F3> to save the data, or press <F6> to exit.

5.3.1.58   Maintain Military Laboratory Results Data

This option allows you to add, change, or view laboratory urinalysis test results data associated with a military urinalysis specimen and any associated pre-screening information that has been entered. Selection of option 2 from the "Mil Urinalysis Specimen Testing Menu"M will present the following screen.

Reference paragraph 5.3.1.55 for a description of this screen.

5.3.1.59   Maintain Military MRO Evaluation Data

This option allows you to add, change, or view an MRO's evaluation of positive urinalysis test results. Selection of option 3 from the "Mil Urinalysis Specimen Testing Menu"M will present the following screen.

Reference paragraph 5.3.1.56 for a description of this screen.

5.3.1.60   Civilian Urinalysis Specimen Testing Menu.

This function allows you to add, change or view information regarding civilian urinalysis specimens. Selecting option #2 from the "Biochemical Testing Menu" will display the following menu.

Figure 5.3-57. Military Data Format

To perform one of these functions, highlight the appropriate menu item and press <Enter>. Follow the instructions that appear at the bottom of each screen.

5.3.1.61   Barcode

This menu allows you to access those screens to scan barcoded military specimen data and to enter and change military specimen data, information on military laboratory results, and military MRO evaluation. Pressing option 1 from the "Military Data Format" screen will present the following screen.

5.3.1.62   Scan Barcoded Military Specimen Menu

This option accesses area where you can scan information associated with barcode. Pressing option 1 from the "Military Specimen Menu" offers the following screen.

5.3.1.63 Maintain Military Laboratory Results Data

This option allows you to add, change, or view laboratory urinalysis test results data associated with a military urinalysis specimen and any associated pre-screening information that has been entered. Selecting option 2 from "Military Specimen Menu" to present the following screen.

View paragraph 5.3.1.55 for a detailed description of this screen.

5.3.1.64 Maintain Military MRO Evaluation Data

This option allows you to add, change, or view an MRO's evaluation of positive urinalysis test results. Selection of option 3 from the "Mil Urinalysis Specimen Testing Menu"M will present the following screen.

5.3.1.65 Manual

Selecting this option from the "Military Data Format" will present the following screen.

Figure 5.3-58. Civilian Urinalysis Specimen Testing Menu

5.3.1.66 Add/Change Civilian Specimen Data.

This option allows you to add/change data recording the collection and identification of civilian urinalysis specimens to the DAMIS. This also allows you to identify a quality assurance sample, the results of prescreen urinalysis testing, and specimens shipped to a FTDTL. Selection of this option from the "Civilian Urinalysis Specimen Testing Menu", will present the following screen.

Figure 5.3-59. Add/Change Civilian Specimen Data

Field	Description
SAC:	SAC will be pulled from information that was previously entered in the Program Management Module. However, you can change the SAC, after entering a UIC.
UIC:	Enter the UIC from the DD Form 2624 that identifies which unit collected the specimens.
Date Specimen Collected:	Enter the date the specimen(s) was collected or press <F2> for choices.
Custody Document Number:	This number is determined as follows. If you had four DD Forms 2624 from the same unit that were prepared on the same day, the first DD Form 2624 would have a custody document number of 0001, the second DD Form 2624 would have 0002, and so on.
Lab Code:	Enter the code for the lab to where the specimens will be shipped or press <F2> for choices for a list of codes.

At this point, the program will validate the information you have just entered and determine whether an entry already exists in the DAMIS with the same identification. If no record currently exists matching the data you have just entered, the heading at the top of the screen will indicate "ADDING RECORD".

Proceed to fill in the remainder of the screen using the instructions below. If the information you have just entered does match a record currently in the DAMIS, the heading at the top of the screen will show "CHANGING RECORD". Proceed to view or make any necessary changes following the instructions below. The following are instructions for entry number 01 on the DD Form 2624 and should be used to complete all twelve entries.

Field	Description
SSN:	Enter the SSN of the first specimen collected.
Type Code:	Enter the type code for the type of test conducted or press <F2> for choices if you are unsure of your selection.
Category:	TDP Category - N is the value to choose if the individual is not TDP. Press <F2> for choices. CF & CN also allow category values other than N.
IBTC Rej Code:	(This field is currently not in use). When this field is in use and if the specimen was rejected for some reason by the IBTC, enter the reject code that best describes why the specimen was rejected or press <F2> for choices. This will give you a choice of OTSG or DOD

codes first and then will produce a list of specified codes of that type.

Prescreen Date: Currently this field is not in use. When in use this information is not filled in for civilians.

D/R: Currently this field is not in use. When in use Drug/Result fields are not filled for civilians.

Q/A: Currently this field is not in use. When in use enter the appropriate code here to signify what type of sample the specimen is or press <F2> for choices.

Shipment Date: Enter the date the specimen was shipped to the lab.

Continue to fill in the data until all items on the screen have been filled in to match the DD Form 2624 that you were entering the information from. When you have completed filling in all the information, press <F3> to save the data, or press <F6> to exit.

5.3.1.67 Maintain Civilian Laboratory Result Data.

This option allows you to add, change, or view laboratory urinalysis test results data associated with a civilian urinalysis specimen and any associated prescreening information that has been entered. Selection of this option from the "Civilian Urinalysis Specimen Testing Menu", will present the following screen.

```
┌─────────────────────────────────────────────────────────────┐
│      Maintain Civilian Laboratory Result Data PCN: ZJY-603   │
│        * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *          │
│ SAC: NG13      UIC: _____   Date Specimen Collected: 1998/01/09 │
│ Doc/Batch No: ____      Lab Code: ____      Return Date: _____ │
│                                                              │
│ No    SSN    Reject  Accession   D P L D P L D P L D L D L D L │
│              Code    Number       R R   R R   R R   R   R   R   R │
│ 01  _____  __  _____  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ │
│ 02  _____  __  _____  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ │
│ 03  _____  __  _____  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ │
│ 04  _____  __  _____  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ │
│ 05  _____  __  _____  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ │
│ 06  _____  __  _____  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ │
│ 07  _____  __  _____  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ │
│ 08  _____  __  _____  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ │
│ 09  _____  __  _____  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ │
│ 10  _____  __  _____  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ │
│ 11  _____  __  _____  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ │
│ 12  _____  __  _____  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ │
│ F3 = SAVE; F6 = CANCEL  * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA * │
└─────────────────────────────────────────────────────────────┘
```

Figure 5.3-60. Maintain Civilian Laboratory Result Data

The SAC is already present. Enter the UIC, specimen collection date, and the custody document number that matches the DD Form 2624 that has been received back from the lab with results information contained on it. <F2> for choices is available for UIC and specimen collection date.

Once you have entered these four "key" data elements, the system will determine whether civilian specimen data already exists in the DAMIS that matches the criteria entered. If specimen data does exist, the data relating to that criteria will populate the screen. If the systems determine that specimen data does not exist for that criteria an error message will appear.

If you receive the "NO DATA FOUND" message, verify that you entered the four "key" data elements correctly. If the four keys have been entered correctly, and you received the above message, this means that civilian specimen data for that DD Form 2624 was never entered into the DAMIS. Press <F6> to return to the "Civilian Urinalysis Specimen Testing Menu". Select item #1 from the menu and enter all the data regarding that DD Form 2624. Press <F3> to save

the information.

Return to the "Maintain Civilian Laboratory Results Data" screen and once the four key data elements have been entered, proceed to enter the remaining results data for the DD Form 2624 using the following instructions.

SSN:	The SSN for the entry number will appear on the screen.
Reject Code:	If the lab rejected the specimen, enter the rejection code that matches the reason the specimen was rejected. Press <F2> for choices.
Accession Number:	Enter the lab accession number for the specimen.
D:	Fill in the first drug that the lab tested. First Drug is pre-populated with a "T". Second drug is pre-populated with a "C". Neither of these can be changed.
PR:	Leave this category blank. User has no access to this field.
LR:	Enter the lab results information for the drug tested. Press <F2> for choices. The default is "N".

Continue to fill in the information regarding the drugs tested by the lab until you have covered all drugs tested and their results.

Return Date:	Enter the date the DD Form 2624 was returned from the lab.

Continue to fill in all information contained on the DD Form 2624 that was returned from the lab until you have completed information regarding all entries. Press <F3> to save that data.

5.3.1.68 Maintain Civilian MRO Evaluation Data.

This option allows you to add, change, or view urinalysis test results MRO evaluation data associated with a 'civilian urinalysis specimen test result'. The data of the evaluation is also entered. Selection of this option from the "Civilian Urinalysis Specimen Testing Menu", will present the following screen.

```
┌──────────────────────────────────────────────────────┐
│   Maintain Civilian MRO Evaluation Data PCN: ZJY-614  │
│        * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *   │
│ SSN: _____        Specimen Collection Date: 1998/01/09 │
│ Custody Document No: ____      Sequence No: ___       │
│ Service Area Code: ____        Unit ID Code: _____   │
│ Receipt Date: _____       Evaluation Date: _____ │
│                                                        │
│ Drug Type  Prescreen Result   Lab Result   MRO Evaluation Code │
│    _            _                 _              _     │
│    _            _                 _              _     │
│    _            _                 _              _     │
│    _                              _              _     │
│    _                              _              _     │
│    _                              _              _     │
│    _                              _              _     │
│                                                        │
│             F3 = SAVE; F6 = CANCEL                     │
│        * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *   │
└──────────────────────────────────────────────────────┘
```

Figure 5.3-61. Maintain Civilian MRO Evaluation Data

In order to pull in information regarding a positive urinalysis specimen so that MRO evaluation data can be added to the DAMIS, the following key elements from the DD Form 2624 that were previously entered must be entered:

Field	Description
SSN:	Enter the SSN of the specimen that was identified as being positive.

Specimen Collection Date: Enter the date the specimen was collected or press <F2> for choices.

Custody Document Number: Enter the custody document number or press <F2> for choices.

At this point the program will determine if information regarding that specimen exists. If information does exist, the screen will be populated with the information previously recorded pertaining to this particular specimen. If the program does not find a match for this particular specimen, you will see a message stating so.

If you receive the "CIVILIAN MRO NOT FOUND" message, check the data entered to make sure that you entered all of the key fields correctly.

Sequence No: Enter the sequence number or press <F2> for choices.

Unit ID Code: Enter UIC or press <F2> for choices.

Receipt Date: This field is pre-populated.
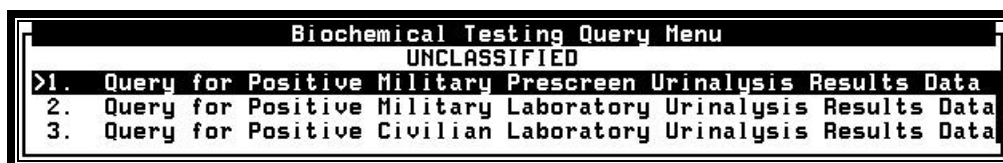
Evaluation Date: Enter the evaluation date.

MRO Evaluation Code: Press <F2> for choices.

If you have entered all of the data correctly, then press <F6> to return to the "Civilian Urinalysis Specimen Testing Menu" and select item #2, "Maintain Civilian Laboratory Results Data". Enter the key fields from the DD Form 2624 into the, "Maintain Civilian Laboratory Result Data" screen. Verify that results data was entered for the specimen. If they were not entered (i.e., no information populates the screen), proceed to enter that data at this time. Return to the "Maintain Civilian MRO Evaluation Data" screen to enter the MRO Evaluation information.

5.3.1.69   Biochemical Testing Query Menu.

This menu allows you to perform queries for positive military and civilian urinalysis results data. Selection of this option from the "Biochemical Testing Menu", will present the following screen.
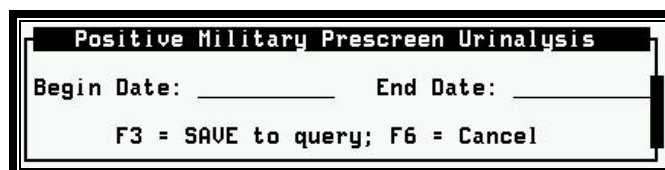
Figure 5.3-62. Biochemical Testing Query Menu

5.3.1.70   Query for Positive Military Prescreen Urinalysis Results Data.

This option displays information identifying all specimens for individuals in the military service that have tested positive during prescreening for the reporting period specified by you. To perform a query on positive military pre-screen urinalysis results data, select menu item #1 and press <Enter>. This will display the following screen.

Figure 5.3-63. Positive Military Prescreen Urinalysis Data

To determine whether or not specimen collection dates for positive military prescreen urinalysis test results data exist for a reporting period, enter the beginning and the ending report dates at the screen prompt. The system will determine whether any specimen collection dates exists for that reporting period. If not, the system will display a message indicating that no specimen dates for positive

military prescreen urinalysis test results exist for that reporting period. Press <F3> to query or <F6> to cancel.

5.3.1.71   Query for Positive Military Laboratory Urinalysis Results Data.

This option displays information identifying all specimens for individuals in the military that have tested positive during FTDTL testing for the reporting period specified by you. To perform a query on positive military laboratory urinalysis results data, select menu item #2 and press <Enter>. This will display the following screen.

```
┌────────────────────────────────────────┐
│  Positive Military Laboratory Urinalysis │
│                                          │
│ Begin Date: _____    End Date: _____│
│                                          │
│      F3 = SAVE to query; F6 = Cancel     │
└────────────────────────────────────────┘
```
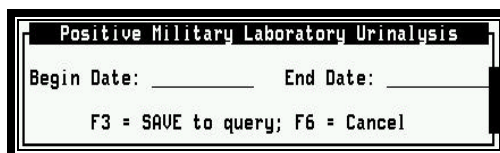
Figure 5.3-64. Positive Military Laboratory Urinalysis Data

To determine whether or not specimen collection dates for positive military laboratory urinalysis results data exist for a reporting period, enter the beginning report date and the ending report date at the screen prompt. The system will determine whether any specimen collection dates exist for that reporting period. If there are no data for that reporting period, the system will display a message indicating that no specimen dates for positive military laboratory urinalysis results data exist for that reporting period. Press <F3> to query or <F6> to cancel.

5.3.1.72   Query for Positive Civilian Laboratory Urinalysis Results Data.

This option displays information identifying all specimens for civilians that have tested positive for the reporting period specified by you. To perform a query on positive civilian laboratory urinalysis results data, select menu item #3 and press <Enter>. This will display the following screen.

```
┌────────────────────────────────────────┐
│  Positive Civilian Laboratory Urinalysis │
│                                          │
│ Begin Date: _____    End Date: _____│
│                                          │
│      F3 = SAVE to query; F6 = CANCEL     │
└────────────────────────────────────────┘
```
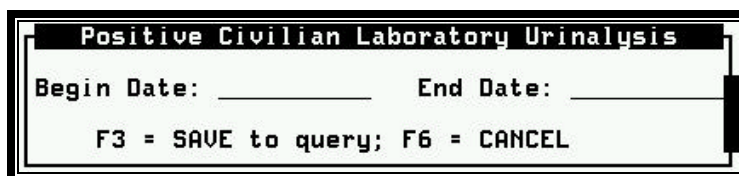
Figure 5.3-65. Positive Civilian Laboratory Urinalysis Data

To determine whether or not specimen collection dates for positive civilian laboratory urinalysis results data exist for a reporting period, enter the beginning and the ending report dates at the screen prompt. The system will determine whether or not any specimen collection dates exist for that reporting period. If there are no data for that reporting period, the system will display a message indicating that no specimen dates for positive civilian laboratory urinalysis results data exist for that reporting period. Press <F3> to query or <F6> to cancel.

5.3.1.73   Biochemical Testing Report Menu.

This menu allows you to run hard copy reports on existing biochemical testing information. Selection of this option from the "Biochemical Testing Menu", will present the following screen.
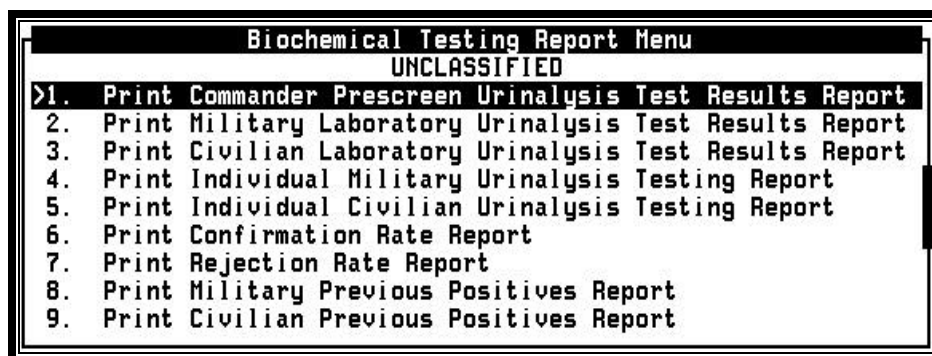
Figure 5.3-66. Biochemical Testing Report Menu

5.3.1.74 Print Commander Prescreen Urinalysis Test Results Report.

This report documents information identifying all military specimens provided for urinalysis testing and the prescreen results or rejection reason for each specimen tested for the reporting period specified by you. Selection of this option from the "Biochemical Testing Report Menu" will display the following screen.
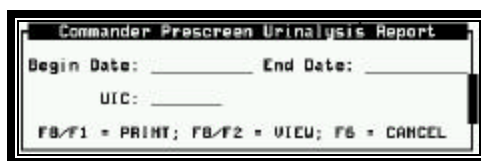
Figure 5.3-67. Commander Prescreen Urinalysis Report

To print a report that will document information identifying all military specimens provided for urinalysis testing and the pre-screen results or rejection reason for each specimen tested for a reporting period, enter the beginning and the ending report dates at the screen prompt. You can also enter a UIC to print the report for a specific unit. The system will determine if data meeting the criteria exists and print the report. If there is no data meeting the criteria specified, the system will display a message indicating the "Commander Prescreen Urinalysis Test Results Report" can not be printed.

5.3.1.75 Print Military Laboratory Urinalysis Test Results Report.

This report documents information identifying all specimens shipped to a FTDTL and confirms the laboratory urinalysis testing results or rejection of the specimen. Selection of this option from the "Biochemical Testing Report Menu" will display the following screen.
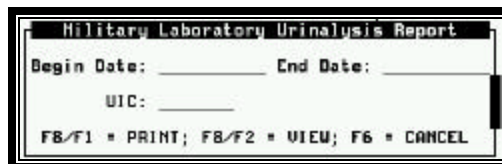
Figure 5.3-68. Military Laboratory Urinalysis Report

To print a report that documents information identifying all specimens shipped to a FTDTL and confirms the laboratory urinalysis testing results or rejection of the specimens for a reporting period, enter the beginning and the ending report dates at the screen prompt. You can also enter a UIC to print the report for a specific unit. The system will determine if data meeting the criteria exists and print the report. If there is no data meeting the criteria specified, the system will display a message indicating the "Military Laboratory Urinalysis Test Results Report" can not be printed.

5.3.1.76 Print Civilian Laboratory Urinalysis Test Results Report.

This report documents information identifying all specimens shipped to a FTDTL and confirms

the laboratory urinalysis testing results or rejection of the specimen. Selection of this option from the "Biochemical Testing Report Menu" will display the following screen.
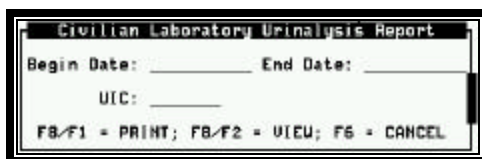
```
┌─ Civilian Laboratory Urinalysis Report ─┐
│ Begin Date: _____  End Date: _____ │
│          UIC: _____                     │
│ F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL  │
└──────────────────────────────────────────┘
```

Figure 5.3-69. Civilian Laboratory Urinalysis Report

To print a report that documents information identifying all specimens shipped to a FTDTL and confirms the laboratory urinalysis testing results or rejection of the specimens for a reporting period, enter the beginning and the ending report dates at the screen prompt. You can also enter a UIC to print the report for a specific unit. The system will determine if data meeting the criteria exists and print the report. If there is no data meeting the criteria specified, the system will display a message indicating the "Civilian Laboratory Urinalysis Test Results Report" can not be printed.

5.3.1.77   Print Individual Military Urinalysis Testing Report.

This report documents information identifying an individual's drug testing data for one specimen collection date. Select this option from the "Biochemical Testing Report Menu" to display the following screen.
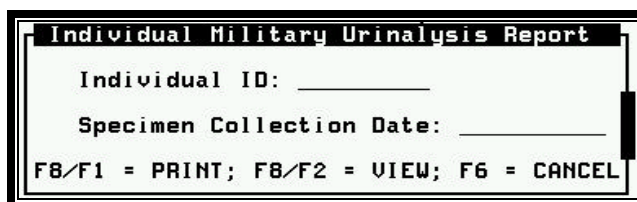
```
┌─ Individual Military Urinalysis Report ─┐
│     Individual ID: _____            │
│                                          │
│     Specimen Collection Date: _____ │
│ F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL │
└──────────────────────────────────────────┘
```

Figure 5.3-70. Individual Military Urinalysis Report

To print a report of an individual military urinalysis test, enter the Individual ID and the Specimen Collection Date at the screen prompt. The system will determine if data meeting the criteria exists and print the report on the individual. If there is no data meeting the criteria specified, the system will display a message indicating the "Individual Military Urinalysis Testing Report" can not be printed.

5.3.1.78   Print Individual Civilian Urinalysis Testing Report.

This report documents information identifying an individual's drug testing data for one specimen collection date. Select this option from the "Biochemical Testing Report Menu" to display the following screen.
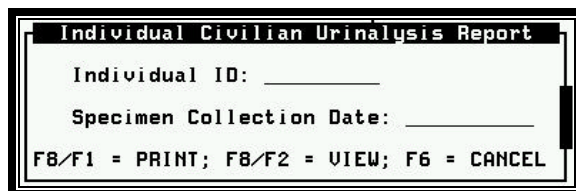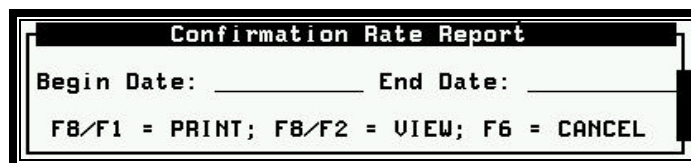
```
┌─ Individual Civilian Urinalysis Report ─┐
│     Individual ID: _____             │
│                                          │
│     Specimen Collection Date: _____ │
│ F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL │
└──────────────────────────────────────────┘
```

Figure 5.3-71. Individual Civilian Urinalysis Testing Report

To print a report of an individual civilian urinalysis test, enter the Individual ID and the Specimen Collection Date at the screen prompt. The system will determine if data meeting the criteria exists and print the report on the individual. If there is no data meeting the criteria specified, the system will display a message indicating the "Individual Civilian Urinalysis Testing Report" can not be printed.

5.3.1.79   Print Confirmation Rate Report.

This report provides ADAPCP personnel with statistical information regarding the number of specimens, whose prescreen test results are confirmed by the FTDTL. The report documents information identifying all specimens shipped to a FTDTL during a designated period and confirmation or non-confirmation of the laboratory urinalysis testing results. Selection of this option from the "Biochemical Testing Report Menu" will display the following screen.
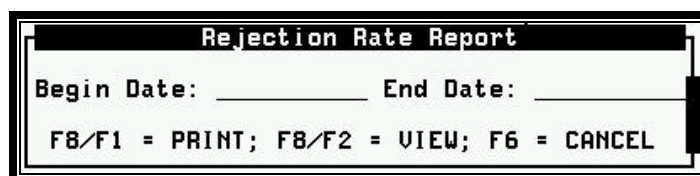
```
┌─────────────────────────────────────────┐
│         Confirmation Rate Report         │
│                                          │
│ Begin Date: _____   End Date: _____ │
│                                          │
│  F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL│
└─────────────────────────────────────────┘
```

Figure 5.3-72. Confirmation Rate Report

To print a report that will show statistical information regarding the number of specimens whose prescreen test results were confirmed by the FTDTL for a reporting period, enter the beginning and the ending report dates at the screen prompt. The system will determine if data meeting the criteria exists and print the report. If there is no data meeting the criteria specified, the system will display a message indicating the "Confirmation Rate Report" can not be printed.

5.3.1.80 Print Rejection Rate Report.

This report provides ADAPCP personnel with statistical information regarding the number of specimens that were rejected and not tested by a FTDTL. Selection of this option from the "Biochemical Testing Report Menu" will display the following screen.
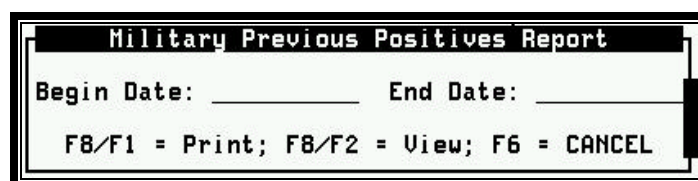
```
┌─────────────────────────────────────────┐
│          Rejection Rate Report           │
│                                          │
│ Begin Date: _____   End Date: _____ │
│                                          │
│  F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL│
└─────────────────────────────────────────┘
```

Figure 5.3-73. Rejection Rate Report

To print a report that will show statistical information regarding the number of specimens that were rejected and not tested by the FTDTL for a reporting period, enter the beginning and the ending report dates at the screen prompt. The system will determine if data meeting the criteria exists and print the report. If there is no data meeting the criteria specified, the system will display a message indicating the "Rejection Rate Report can not be printed.

5.3.1.81 Print Military Previous Positives Report.

This report provides information regarding individuals who have tested positive more than once. Selection of this option from the "Biochemical Testing Report Menu" will display the following screen.

```
┌─────────────────────────────────────────┐
│     Military Previous Positives Report   │
│                                          │
│ Begin Date: _____   End Date: _____ │
│                                          │
│  F8/F1 = Print; F8/F2 = View; F6 = CANCEL│
└─────────────────────────────────────────┘
```

Figure 5.3-74. Military Previous Positives Report

To print a report that will show statistical information regarding the number of specimens that were rejected and not tested by the FTDTL for a reporting period, enter the beginning and the ending report dates at the screen prompt. The system will determine if data meeting the criteria exists and print the report. If there is no data meeting the criteria specified, the system will display a message indicating the report can not be printed.

5.3.1.82   Print Civilian Previous Positive Report.

This report provides information regarding individuals who have tested positive more than once. Selection of this option from the "Biochemical Testing Report Menu" will display the following screen.

```
╔══════════════════════════════════════════╗
║       Civilian Previous Positives Report  ║
║                                           ║
║  Begin Date: _____   End Date: _____║
║                                           ║
║   F8/F1 = Print; F8/F2 = View; F6 = CANCEL║
╚══════════════════════════════════════════╝
```

Figure 5.3-75. Civilian Previous Positive Report
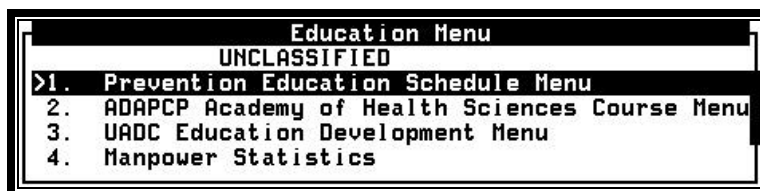
To print one of these reports, select the appropriate item and press <Enter>. Follow the instructions that appear at the bottom of each screen. Enter the requested data and press <F8/F1> to print the report or <F8/F2> to view the report. Pressing <F6> will cancel the operation.

5.3.1.83   Manpower Statistics.

Refer to Paragraph 5.3.1.49 for more details.

5.3.1.84   Education Menu.

This menu allows you to track the education classes. It is designed for capturing and maintaining identification and quantitative data about the drug and alcohol classes being taught by the installation ADAPCP.   It is also used to track and maintain data on counselor internship, certification, and training. The system provides several reports that identify counselors that are not yet certified and a counselor's course status or re-certification dates, and UADC education and certification. Selection of this option from the "Peacetime Menu" will present the following screen.
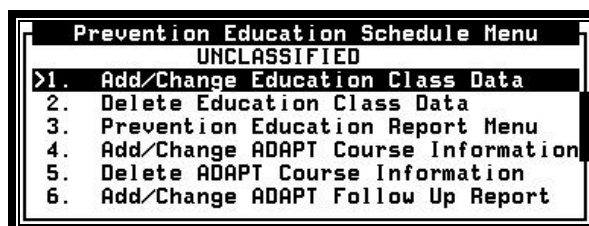
```
╔══════════════════════════════════════════════════╗
║                  Education Menu                   ║
║                  UNCLASSIFIED                     ║
║ >1.  Prevention Education Schedule Menu           ║
║  2.  ADAPCP Academy of Health Sciences Course Menu║
║  3.  UADC Education Development Menu              ║
║  4.  Manpower Statistics                          ║
╚══════════════════════════════════════════════════╝
```

Figure 5.3-76. Education Menu

5.3.1.85   Prevention Education Schedule Menu.

This menu allows you to access those screens used for entering, changing, and deleting education class data and to print education reports. To perform prevention education scheduling functions, select menu item #1 from the "Education Menu" and press <Enter>. The "Prevention Education Schedule Menu" will appear.

```
╔══════════════════════════════════════════════════╗
║         Prevention Education Schedule Menu        ║
║                  UNCLASSIFIED                     ║
║ >1.  Add/Change Education Class Data              ║
║  2.  Delete Education Class Data                  ║
║  3.  Prevention Education Report Menu             ║
║  4.  Add/Change ADAPT Course Information          ║
║  5.  Delete ADAPT Course Information              ║
║  6.  Add/Change ADAPT Follow Up Report            ║
╚══════════════════════════════════════════════════╝
```

Figure 5.3-77. Prevention Education Schedule Menu

5.3.1.86   Add/Change Education Class Data.

This option allows you to add, change or view education class data. This data is used to track the

classes taught by the ADAPCP. To add or change prevention education class data, select menu item #1 from the "Prevention Education Schedule Menu" and press <Enter>. The following screen will appear.


```
        Add/Change Education Class Data PCN: ZJY-782
+_____+ + FOR OFFICIAL USE ONLY - PRIVACY ACT DATA +

ADAPCP Coordinator ID: _____
ADAPCP Coordinator Name: _____
Scheduled Date: _____   Scheduled Time: ____  Class Type: __

Instructor Name: _____  UIC: _____
Class Duration : __ hr __ min        No of Students: ___

Class Location: _____
Contact Person: _____
Contact Phone No: _____

                 F3 = SAVE; F6 = CANCEL
          * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *
```

Figure 5.3-78. Add/Change Education Class Data

Field	Description
ADAPCP Coordinator ID:	Enter the SSN of the coordinator who will be coordinating the class or press <F2> for choices.
Scheduled Date:	Enter the date the class is scheduled or press <F2> for choices for selection.
Scheduled Time:	Enter the time, in military hours, that the class is scheduled e.g., 0900 or press <F2> for choices for selection.

At this point, the system has validated the data you entered and determined whether any entries already exist matching that criteria. If the system found no entry existing that matched the data just entered, the heading of the "Add/Change Education Class Data" screen will indicate this by displaying the message "ADDING RECORD" on the top line. Proceed to fill in the remainder of the screen using the instructions below. If the information you have just entered **does** match a record currently in the DAMIS-FS, the heading at the top of the screen will show "CHANGING RECORD". Proceed to view or make any necessary changes following the instructions below.

Field	Description
Class Type:	Enter the class type that represents the type of class being taught on that day or press <F2> for choices.
Instructor Name:	Enter the instructor's name or press <F2> for choices. You may enter a name that is not currently on choices list.
UIC:	Enter the UIC of the persons being educated or press <F2> for choices.
Class Duration:	Enter in the hours and the minutes of the anticipated length of the class. This must be greater than 0.
No of Students:	Enter the number of students scheduled to attend the class. This must be greater than 0.
Class Location:	Enter the location where the class will be held.
Contact Person:	Enter the name of the person whom should be contacted regarding any questions about the course.
Contact Phone No:	Enter the phone number of the contact person.

Pressing <F3> will save the data in the form and return you to the "Prevention Education

Schedule Menu" and <F6> will return you to the "Prevention Education Menu" without saving your input.

5.3.1.87   Delete Education Class Data.

This function allows you to delete education class scheduling and attendance data that has previously been entered. To delete prevention education class data, select menu item #2 from the "Prevention Education Schedule Menu" and press <Enter>. The "Delete Education Data-- Display All" screen will appear.

This screen shows a list of all the currently available data on education classes. To delete an entry, move the cursor to highlight the appropriate item and press <Enter>. The following screen will appear with the detailed information to be deleted.

Figure 5.3-79. Delete Education Class Data

Press <F3> to continue with the deletion, or press <F6> to abort to cancel the operation. If you press <F3>, a delete confirmation screen will appear.

You still have the option at this point to abort the delete and return to the menu. If you press <Enter> the class will be deleted. Press <F6> to abort and return without deleting the class.

5.3.1.88   Prevention Education Report Menu.

This menu allows you to access those screens used for printing both future and past prevention education reports. To print existing prevention education reports, select menu item #3 from the "Prevention Education Schedule Menu" and press <Enter>. The "Prevention Education Report Menu" will appear.

```
┌─────────────────────────────────────────────┐
│        Prevention Education Report Menu       │
│                 UNCLASSIFIED                  │
│ >1.  Print Future Education Report by Class UIC │
│  2.  Print Future Education Report by Class Type│
│  3.  Print Future Education Report by Instructor│
│  4.  Print Future ADAPT Report                │
│  5.  Print Past Education Report by Class UIC  │
│  6.  Print Past Education Report by Class Type │
│  7.  Print Past Education Report by Instructor │
│  8.  Print Past ADAPT Report                  │
└─────────────────────────────────────────────┘
```
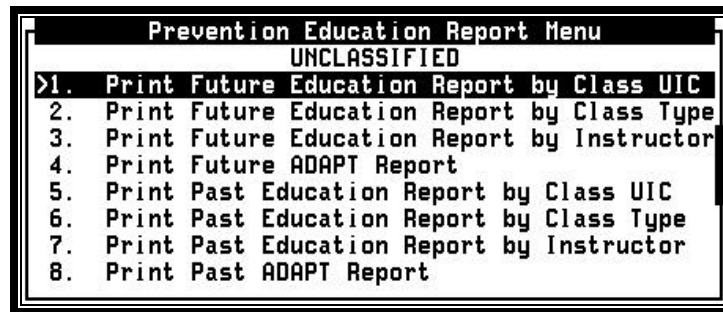
Figure 5.3-80. Prevention Education Report Menu

5.3.1.89　Print Future Education Report by Class UIC.

To print a report listing all installation ADAPCP classes scheduled for a particular UIC for a reporting period, enter the beginning and the ending report dates at the screen prompt. The system will determine if data exist, meeting the criteria and print the report. If there are no data meeting the criteria specified, the system will display a message indicating the "Future Education Report by Class UIC" can not be printed.

5.3.1.90　Print Future Education Report by Class Type.

To print a report listing all the types of installation ADAPCP classes scheduled for a reporting period, enter the beginning and the ending report dates at the screen prompt. The system will determine if data exist, meeting the criteria and print the report. If there are no data meeting the criteria specified, the system will display a message indicating the "Future Education Report by Class Type" can not be printed.

5.3.1.91　Print Future Education Report by Instructor.

To print a report listing all the types of installation ADAPCP classes scheduled for a reporting period, enter the beginning and the ending report dates at the screen prompt. The system will determine if data exist, meeting the criteria and print the report. If there are no data meeting the criteria specified, the system will display a message indicating the "Future Education Report by Instructor" can not be printed.

5.3.1.92　Print Future ADAPT Report.

When this option is selected from the "prevention Education Report Menu", the ADAPT Course Selection List is generated. This list is a multiple mark menu containing all begin date, end date, adapt ID, and location combinations that exist in the future. A future course is one which has its begin date in the future.

```
┌─────────────────────────────────────────────┐
│           ADAPT Course Selection List         │
│                                               │
│ 1989/02/12 1989/02/12  1 O                    │
│ 1989/02/12 1989/02/12  2 P                    │
│ 1996/01/01 1996/01/31  1 TTIRTIRTOI           │
│ 1997/01/01 1997/01/31  1 ASDF                 │
│ 1997/02/01 1997/02/28  1 EWTTWETE             │
│ 1997/06/01 1997/06/30  1 YMCA                 │
│ 1997/06/01 1997/06/30  2 YMCA                 │
│ 1997/06/01 1997/06/30  3 RTRTRT               │
│ 1997/06/01 1997/06/30  4 FAIRFAX, VA          │
└─────────────────────────────────────────────┘
```

Press <F2> to mark the course list that you want to print and press <F8/F1> to print or <F8/F2> to view the report. Pressing <F8/F1> will display the print destination screen.

```
╔════════════════════════════════╗
║     Print Destination (v. 2.02)║
║                                ║
║ Number of Copies: 01           ║
║                                ║
║ Printer Class: LASER PRINTER   ║
║ Printer Name: laser_132        ║
║                                ║
║   F3 = SAVE to print; F6 = CANCEL║
╚════════════════════════════════╝
```

Enter the number of copies, the printer class, and the printer name. Press <F3> to print or <F6> to cancel.

5.3.1.93   Print Past Education Report by Class UIC.

To print a report listing all installation ADAPCP classes scheduled for a particular UIC for a reporting period, enter the beginning report date and the ending report date at the screen prompt. The system will determine if data exist, meeting the criteria and print the report. If there are no data meeting the criteria specified, the system will display a message indicating the "Past Education Report by Class UIC" can not be printed.

5.3.1.94   Print Past Education Report by Class Type.

To print a report listing all the types of installation ADAPCP classes that were scheduled for a particular reporting period, enter the beginning report date and the ending report date at the screen prompt. The system will determine if data exist, meeting the criteria and print the report. If there are no data meeting the criteria specified, the system will display a message indicating the "Past Education Report by Class Type" can not be printed.

5.3.1.95   Print Past Education Report by Instructor.

To print a report listing all the types of installation ADAPCP classes scheduled for a reporting period, enter the beginning report date and the ending report date at the screen prompt. The system will determine if data exist, meeting the criteria and print the report. If there is no data meeting the criteria specified, the system will display a message indicating the "Past Education Report by Instructor" can not be printed.

5.3.1.96   Print Past ADAPT Report.

When this option is selected from the "prevention Education Report Menu", the ADAPT Course Selection List is generated. This list is a multiple mark menu containing all begin date, end date, adapt ID, and location combinations that exist in the past. A future course is one which has its begin date in the past.
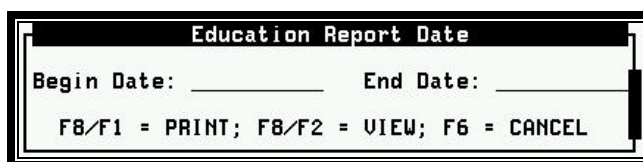
```
╔═══════════════════════════════════════════╗
║          ADAPT Course Selection List      ║
║ 1989/02/12 1989/02/12  1 O                ║
║ 1989/02/12 1989/02/12  2 P                ║
║ 1996/01/01 1996/01/31  1 TTIRTIRTOI       ║
║ 1997/01/01 1997/01/31  1 ASDF             ║
║ 1997/02/01 1997/02/28  1 EUTTUETE         ║
║ 1997/06/01 1997/06/30  1 YMCA             ║
║ 1997/06/01 1997/06/30  2 YMCA             ║
║ 1997/06/01 1997/06/30  3 RTRTRT           ║
║ 1997/06/01 1997/06/30  4 FAIRFAX, VA      ║
╚═══════════════════════════════════════════╝
```

Press <F2> to mark the course list that you want to print and press <F8/F1> to print or <F8/F2> to view the report. Pressing <F8/F1> will display the print destination screen.

Enter the number of copies, the printer class, and the printer name. Press <F3> to print or <F6> to cancel.

To print one of the above prevention education reports, except ADAPT report, select the appropriate

menu item and press <Enter>. Follow the instructions at the bottom of the screen for the selected report.

```
┌─────────────────────────────────────────┐
│        Education Report Date             │
│                                          │
│ Begin Date: _____   End Date: _____│
│                                          │
│   F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL│
└─────────────────────────────────────────┘
```
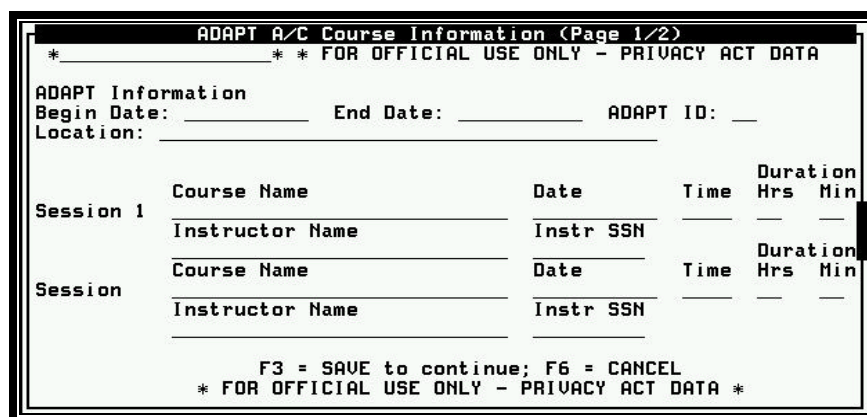
Press <F8/F1> to print or <F8/F2> to view or <F6> to cancel.

5.3.1.97   Add/Change ADAPT Course Information.

Selection of this option from the "Prevention Education Schedule Menu" will display the following screen.

```
┌──────────────────────────────────────────────────────────┐
│          ADAPT A/C Course Information (Page 1/2)          │
│  *_____* * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA │
│                                                          │
│ ADAPT Information                                        │
│ Begin Date: _____   End Date: _____   ADAPT ID: __ │
│ Location: _____         │
│                                                 Duration │
│              Course Name          Date      Time  Hrs  Min│
│ Session 1    _____     _____    ____  __   __ │
│              Instructor Name      Instr SSN              │
│              _____     _____           Duration│
│              Course Name          Date      Time  Hrs  Min│
│ Session      _____     _____    ____  __   __ │
│              Instructor Name      Instr SSN              │
│              _____                            │
│                                                          │
│           F3 = SAVE to continue; F6 = CANCEL             │
│        * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *      │
└──────────────────────────────────────────────────────────┘
```
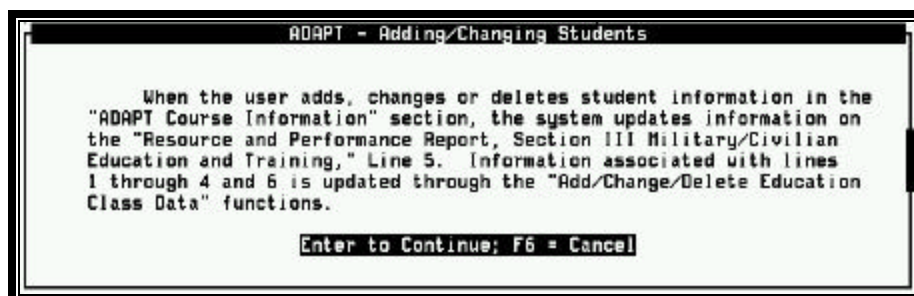
Figure 5.3-81. Add/Change ADAPT Course Information

Enter the Begin Date, End Date and other fields that the system prompts and press <F3> to continue. This will display the following screen.

```
┌──────────────────────────────────────────────────────────┐
│          ADAPT - Adding/Changing Students                │
│                                                          │
│    When the user adds, changes or deletes student information in the │
│ "ADAPT Course Information" section, the system updates information on │
│ the "Resource and Performance Report, Section III Military/Civilian │
│ Education and Training," Line 5.  Information associated with lines │
│ 1 through 4 and 6 is updated through the "Add/Change/Delete Education │
│ Class Data" functions.                                   │
│                                                          │
│           Enter to Continue; F6 = Cancel                 │
└──────────────────────────────────────────────────────────┘
```

Press <Enter> to continue or <F6> to cancel the operation. Pressing <Enter> will take you to page 2 of Add/Change ADAPT Course Information Screen.

Press \<F3\> to continue or \<F6\> to cancel or \<F8/F4\> to go to previous page to make any changes.

5.3.1.98   Delete ADAPT Course Information.

Selection of this option from the "Prevention Education Schedule Menu" will display the following screen.

Figure 5.3-82. Delete ADAPT Course Information

Highlight your selection and press \<Enter\>. The following screen will appear.

Press \<Enter\> to continue. Following delete confirmation screen will appear.

Press \<F3\> to commit work or \<F6\> to cancel the delete operation.

5.3.1.99   Add/Change ADAPT Follow Up Report.

Selection of this option from the "Prevention Education Schedule Menu" will display the following screen.

Figure 5.3-83. Add/Change ADAPT Follow Up Report

Enter the fields that the system prompts and press <F3> to continue. The following screen will appear.

You have the option to either view or print the follow-up report.

5.3.1.100   ADAPCP Academy of Health Science Course Menu.

Selection of this option from the "Education Menu" will display the following screen.

Figure 5.3-84. ADAPCP Academy of Health Science Course Menu

5.3.1.101   ADAPCP Academy of Health Sciences Course Maintenance.

This option allows you to add or change information regarding health sciences courses taken by each ADAPCP employee. To enter or change information on a counselor's ADAPCP Academy of Health Sciences courses, select item #1 from the "ADAPCP Academy of Health Science Course Menu" and press <Enter>. The "Academy Health Sciences Course Data" screen will appear.

Figure 5.3-85. Academy of Health Sciences Course Maintenance

Field	Description
SSN:	Enter the SSN of the ADAPCP Employee whose data you are maintaining or press <F2> for choices.

Once the employee identification is properly recorded in the DAMIS, the system will indicate

whether or not the information regarding Health Sciences Course Maintenance is being added or changed by the message displayed in the upper left of the form.

Name: The name of the ADAPCP Employee will get populated.

For each course listed on the screen that is applicable to the employee identified by the SSN that was entered, use the following instructions.

Position Code: Enter the position code that signifies the type of position held by the employee or press <F2> for choices.

Course Date: Enter the date that the course will be taken.

Once you have completed entering the data, press <F3> to save the data.

5.3.1.102 Print ADAPCP Academy of Health Sciences Courses Report.

If you select item #2 from the "ADAPCP Academy of Health Science Course Menu" and press <Enter>, the following screen will appear.


```
 ADAPCP Academy of Health Sciences Course
          ***_____***

The ADAPCP Academy of Health Sciences Course
Report is a hard copy of report which provides
information about AHS courses completed or
scheduled to be taken by ADAPCP employees.

 F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL
 *  OFFICIAL USE ONLY – PRIVACY ACT DATA  *
```
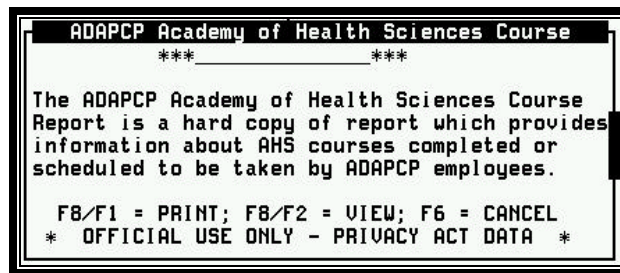
Figure 5.3-86. Academy of Health Sciences Courses Report

Press <F8/F1> to print or <F8/F2> to view or <F6> to cancel.

5.3.1.103 UADC Education Development Menu.

This menu allows you to access those screens used for entering, changing, deleting, and printing UADC certification and training data. You can also access the menu used for viewing and printing UADC education reports. To enter, change, or print UADC certification and training data, select menu item #3 from the "Education Menu" and press <Enter>. The following screen will appear.


```
        UADC Education Development Menu
                 UNCLASSIFIED
>1.  Add/Change UADC Certification and Training Data
 2.  Delete and Print UADC Certification and Training Data
 3.  UADC Education Report Menu
```

Figure 5.3-87. UADC Education Development Menu

5.3.1.104 Add/Change UADC Certification and Training Data.

This option allows you to add or change information on UADC certification and training. To enter or change information on UADC certification and training, select menu item #1 from the "UADC Education Development Menu" and press <Enter>. The "UADC Certification and Training Data" screen will appear.

Figure 5.3-88. Add/Change UADC Certification and Training Data

Enter the SSN of the UADC. Once you enter this data, the system determines whether an identification entry already exists in the DAMIS for that SSN. If there is not an existing record for that SSN, then the screen will indicate this in its heading line with the message "ADDING RECORD" and the form will display blank fields. If a record does exist with that identifier, then the screen will indicate this in its heading line with the message "CHANGING RECORD" and the form will populate with the existing data. You may proceed to add/change the record as required. The system will perform data validation throughout the entire process. Press <F2> for choices if you are unsure of what to enter. Pressing <F3> will save your entry and leave you in the form to add or change another counselor UADC Certification and Training Data record. Pressing <F6> will return you to the "UADC Education Development Menu" without saving any of your input in the form.

5.3.1.105   Delete and Print UADC Certification and Training Data.

This option allows you to delete information on UADC certification and training. To delete and print information on UADC certification and training, select menu item #2 from the "UADC Education Development Menu" and press <Enter>. The following screen will appear.

Figure 5.3-89. Delete and Print UADC Certification and Training Data

Enter the SSN of the UADC to be identified. Once you enter this data, the system determines whether or not an identification entry already exists in the DAMIS for that SSN. If an entry exists for the SSN identified, the form will fill with the appropriate data. If a record does not exist for the SSN identified, a message will appear indicating that no record exists. Pressing <F3> will prompt you with the following delete confirmation message.

```
╔══════════ Delete UADC Data Confirmation ══════════╗
║                                                    ║
║     Deleted item will be permanently removed from the database.
║           Are you certain you wish to delete?      ║
║                                                    ║
║      When the user is Adding/Changing/Deleting Education Class Data,
║   the system updates information on the "Resource and Performance
║   Report (RAPR), Section III, Military/Civilian Education and Training."
║   Information is updated on lines 1 through 4 and line 6 based on the
║   Class Type.                                      ║
║      Information associated with line 5 "Alcohol/Drug Prevention
║   Training (ADAPT)" is updated through the "Add/Change/Delete ADAPT
║   Course Information" function.                    ║
║                                                    ║
║      ▌RETURN to proceed with delete; F6 = CANCEL to abort▐
╚════════════════════════════════════════════════════╝
```

Press <Enter> to proceed with delete or <F6> to abort the delete request. Pressing <F6> will return you to the "UADC Education Development Menu" without saving any of your input in the form.

5.3.1.106 UADC Education Report Menu.

This menu allows you to access those screens used for viewing and printing UADC education reports. To view or print a UADC certification report, select menu item #3 from the "UADC Education Development Menu" and press <Enter>. The "UADC Education Report Menu" will appear.

```
╔══════════ UADC Education Report Menu ══════════╗
║                  UNCLASSIFIED                   ║
║ >1.  Print UADC Certification Progress Summary Report
║  2.  Print UADC Certification List              ║
║  3.  Print Units Requiring UADC                 ║
╚═════════════════════════════════════════════════╝
```

Figure 5.3-90. UADC Education Report Menu

To view or print one of these UADC education reports, select the appropriate menu item and press <Enter>. Follow the instructions that appear at the bottom of the screen for the selected report.

```
╔═════════ UADC Certification Progress Summary ═════════╗
║           ***_____***                      ║
║                                                       ║
║  The UADC Certification Progress Summary Report        ║
║  is a  hard copy report of all UADCs that are not     ║
║  yet certified and provides information about their   ║
║  status in becoming certified.                        ║
║                                                       ║
║     F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL          ║
║   * FOR OFFICAL USE ONLY - PRIVACY ACT DATA *         ║
╚═══════════════════════════════════════════════════════╝
```

```
╔══════════════ UADC Certification List ══════════════╗
║ Start Date: _____       End Date: _____    ║
║                                                      ║
║  The UADC Certification List is a hard copy report   ║
║  of all certified UADCs and assigned units.          ║
║                                                      ║
║     F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL         ║
║   * FOR OFFICAL USE ONLY - PRIVACY ACT DATA *        ║
╚══════════════════════════════════════════════════════╝
```

```
      Units Requiring UADC Report
            ***_____***

The Units Requiring UADC Report is a list of all
units that do not have a UADC who has been
certified within the last 12 months.

    F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL
  * FOR OFFICAL USE ONLY - PRIVACY ACT DATA *
```

5.3.1.107   Manpower Statistics.

Refer to Paragraph 5.3.1.49 for more details.

5.3.1.108   Program Management Menu.

This menu allows you to access those screens used for adding and changing ADAPCP site information, budget data, authorizations data, and manpower utilization data. You can also access those menus used for entering and changing unit information, procurement information, authorization data, personnel management data, information on test designated positions (TDP), and Manpower utilization Data. In addition, you can access the menu used to update, view, and print ADAPCP Resource and Performance Reports (RAPR) and the menu used to view and print program management reports. Selection of option #4 from the "Peacetime Menu" will display the following screen.

```
            Program Management Menu
                 UNCLASSIFIED
>1.   Unit Information Menu
 2.   Add/Change ADAPCP Site Information Maintenance
 3.   Add/Change/Delete Budget Data
 4.   Procurement Menu
 5.   Add/Change/Delete Authorizations Data
 6.   Personnel Management Menu
 7.   Test Designated Positions Menu
 8.   RAPR Menu
 9.   Program Management Report Menu
10.   Manpower Statistics
```
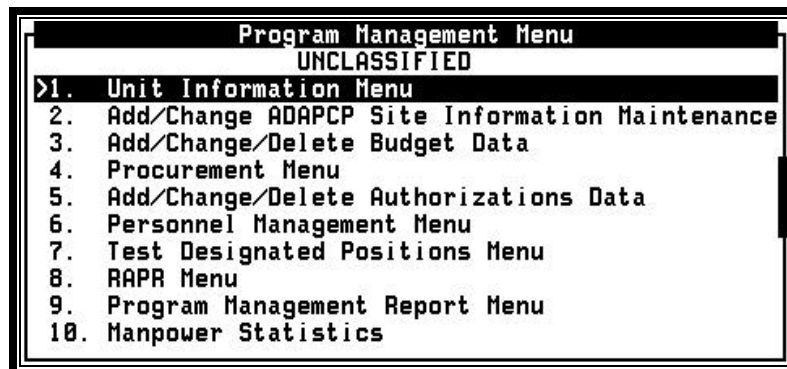
Figure 5.3-91. Program Management Menu

Note to the DAMIS SA: Before any information can be properly added to the DAMIS, through the "Patient Services" module, the "Program Management" module must first be accessed by the DAMIS SA and the proper information added to populate the database with items needed. The information here should be accessed in a specific order indicated.

5.3.1.109   Unit Information Menu.

This menu allows you to access those screens used for entering, changing, and deleting data regarding the units that are serviced by the ADAPCP. When you select this menu from the "Program Management Menu," the following screen will appear.

```
            Unit Information Menu
               UNCLASSIFIED
>1. Update Local Units from Ilidb/Sidpers
 2. Add/Change Local Unit Data
 3. Delete Local Unit Data
 4. Unit Discrepancies Report
```
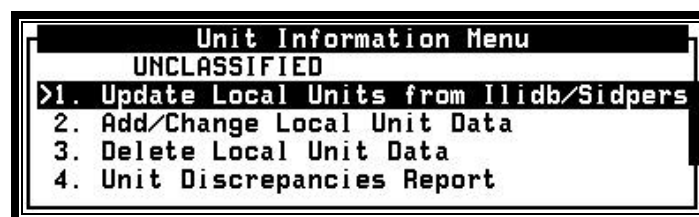
Figure 5.3-92. Unit Information Menu

5.3.1.110   Update Local Units from ILIDB/SIDPERS.

When you select this option from the "Unit Information Menu," the following screen will appear.

```
┌─────────────────────────────────────────────┐
│     ILIDB and Local Unit Information      ┐  │
│  1          A1                            │  │
│  AAAAAA     A1                            │  │
│ >B05678     B-56 FLIGHT SQUADRON          █  │
│  TOERT      MISSILE BRIGADE               █  │
│  UAWQO      MARILOU SQUADRON              █  │
│  UNIT01     UNIT 01                       ┘  │
│  UNIT2      UNIT NAME 2                       │
│  UQUA2      DAMIS TEST COMMAND                │
│  W0090                                        │
│  W0091                                        │
│  W0095                                     ▼  │
│  W0096                                        │
│  W0097                                        │
│  W0099                                        │
│  W00T08     W00T MISSILE AND SPACE INT CTR    │
│  W00T08     W00T MISSILE AND SPACE INT CTR    │
│  W0101                                        │
│  W0102                                        │
│                                               │
├───────────────────────────────────────────┤
│F2=MARK to select; Enter to make new local list;F6=CANCEL│
└─────────────────────────────────────────────┘
```

Figure 5.3-93. Update Local Units from ILIDB/SIDPERS

Press <F2> to mark and press <Enter> or <F6> to cancel. Pressing <Enter> will display the following screen.

```
┌──────────────────────────────────────┐
│            Local Unit List           │
│ >B05678   B-56 FLIGHT SQUADRON        │
│  W0123    SAM'S TEST COMMAND          │
│  W04921   W049 FIELD UNIT             │
│  W0CQ01   W0CQ TEST MODEL UNIT 1      │
│  W0H906   W0H9 IMMC MOB FT BLISS      │
│  W0H908   W0H9 NATO HAWK              │
│  W0QUA    SAMS SQUAD                  │
└──────────────────────────────────────┘
```

5.3.1.111   Add/Change Unit Data.

To add or change unit information, highlight menu item #1 from the "Unit Information Menu" and press <Enter>. The "Add/Change Unit Data" screen will appear.

```
┌──────────────────────────────────────┐
│   Add/Change Unit Data PCN: ZJY-802  │
│  *_____* * UNCLASSIFIED * │
│                                      │
│ Unit Identification Code: _____     │
│ Unit Name: _____  │
│                                      │
│        F3 = SAVE; F6 = CANCEL        │
│           * UNCLASSIFIED *           │
└──────────────────────────────────────┘
```

Figure 5.3-94. Add/Change Unit Data

Field   Description

UIC: Enter the UIC for the unit you wish to add to the DAMIS database.
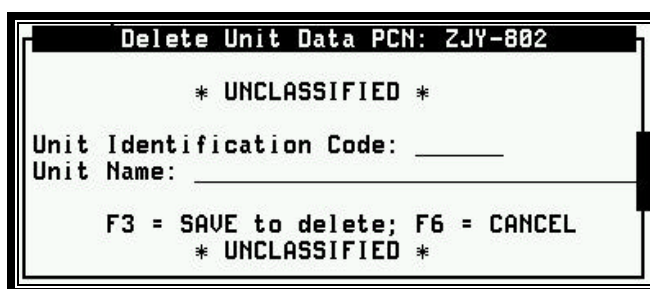
Unit Name: Enter the name associated with the UIC.

Press <F3> to save the data.

Note: The UIC that previously have been entered cannot be **changed**. This data element is a "key" data element used throughout the application. However, a UIC should be deleted if it was entered incorrectly. The correct code can then be **added**.

5.3.1.112   Delete Unit Data.

To delete unit information, select menu item #3 from the "Unit Information Menu" and press <Enter>. The following screen will appear.

```
┌──────────────────────────────────────────┐
│  Delete Unit Data PCN: ZJY-802            │
│                                            │
│           * UNCLASSIFIED *                 │
│                                            │
│  Unit Identification Code: _____          │
│  Unit Name: _____   │
│                                            │
│       F3 = SAVE to delete; F6 = CANCEL     │
│             * UNCLASSIFIED *               │
└──────────────────────────────────────────┘
```

Figure 5.3-95. Delete Unit Data

Enter the UIC you wish to delete. If the DAMIS finds no match for the UIC that was just entered, an error message will appear.

If the UIC entered currently exists in the database, the Unit Name will appear on the form. Press <F3> to delete to remove the unit from the database. A confirmation message will appear.

```
┌──────────────────────────────────────────────┐
│      Delete Unit Data Confirmation            │
│                                                │
│  Deleted item will be permanently removed from the database. │
│          Are you certain you wish to delete?   │
│                                                │
│   RETURN to proceed with delete; F6 = CANCEL to abort  │
└──────────────────────────────────────────────┘
```
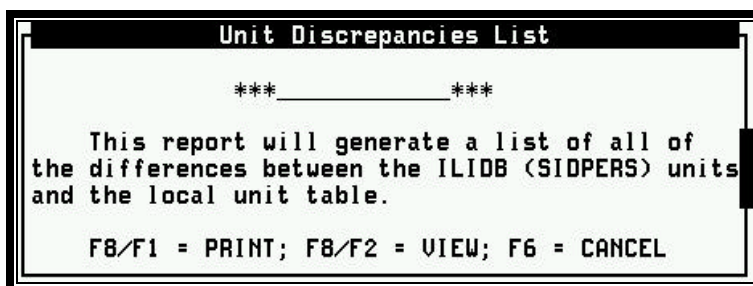
Press <Enter> to proceed with delete to remove the UIC from the database.

5.3.1.113   Unit Discrepancies Report.

Selection of this option from the "Unit Information Menu" will present the following screen.

```
┌──────────────────────────────────────────┐
│         Unit Discrepancies List           │
│                                            │
│           ***_____***               │
│                                            │
│     This report will generate a list of all of │
│  the differences between the ILIDB (SIDPERS) units │
│  and the local unit table.                 │
│                                            │
│     F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL │
└──────────────────────────────────────────┘
```

Figure 5.3-96. Unit Discrepancies Report

Press <F8/F1> to print the report or <F8/F2> to view the report or <F6> to cancel the operation.

5.3.1.114   Add/Change ADAPCP Site Information Maintenance.

This function allows you to change information regarding the location of the ADAPCP and the information regarding the Clinical Director. You can access the "Add/Change ADAPCP Site Information Maintenance" screen by selecting item #2 from the "Program Management Menu".

```
┌──────────────────────────────────────────────────────────┐
│        A/C ADAPCP Site Information Maintenance PCN: ZJY-805│
│       *_____* * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *│
│                    COMMUNITY COUNSELING CENTER DATA        │
│                                                            │
│   SERVICE AREA INFORMATION                                 │
│   Service Area Code: NG13                                  │
│                                                            │
│   COMMUNITY COUNSELING CENTER INFORMATION                  │
│   Organization Name: _____               │
│   Organization Telephone Number: _____        │
│   Organization Street Name: _____│
│   Organization City Name: _____                │
│   Organization State: __                                  │
│   Organization Zip Code: _____                       │
│                                                            │
│   ADCO ID: _____   Name: _____ │
│   Clinical Director ID: _____   Name: _____ │
│                                                            │
│                   F3 = SAVE; F6 = CANCEL                   │
│            * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *    │
└──────────────────────────────────────────────────────────┘
```

Figure 5.3-97. Add/Change ADAPCP Site Information Maintenance

<u>Service Area Information</u>

SAC:	Enter the SAC for the ADAPCP.
PRT SAC:	Enter the SAC for your MACOM. This will be different than the SAC for ADAPCP.

Community Counseling Center Information

Organization Name:	Enter the name of your ADAPCP.
Telephone Number:	Enter the telephone number of the ADAPCP.
Organization Street Name:	Enter the street address for the ADAPCP.
Organization State:	Enter the state abbreviation where the ADAPCP is located.
Organization Zip Code:	Enter the zip code for the ADAPCP.
A/D Coordinator ID:	Enter the Alcohol/Drug Coordinator ID.
Name:	Enter the name of the coordinator.
Clinical Director ID:	Enter the SSN of the Clinical Director.
Name:	The System will pull in the name from data previously entered. In case there is no information in the database, then you may enter a name.

Press <F3> to save the data.

5.3.1.115   Add/Change/Delete Budget Data.

This function allows you to add, or change, or delete information on your installation's ADAPCP yearly budget items. Selection of item #3 from the "Program Management Menu" will display the following screen.

```
┌──────────────────────────────────────────────────────────┐
│          Add/Change/Delete Budget Data PCN: ZJY-818       │
│       *_____* * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *│
│                                                            │
│   BUDGET ITEM                                              │
│   Fiscal Year: ____   Fiscal Month: __   Direct Mission Category: _│
│                                                            │
│   EMPLOYEE RESPONSIBILITY                                  │
│   Employee ID: _____   Name: _____ │
│                                                            │
│   Item Dollar Amount: _____                           │
│   Item Committed Amount: _____  Dollar Obligated (Alcohol): _____│
│   Uncommitted Amount: _____     Dollar Obligated (Drug): _____│
│                                      Unobligated Amount: _____│
│                                                            │
│                   F3 = SAVE; F6 = CANCEL                   │
│                  F8/F6 = DELETE Budget Item                │
│            * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *    │
└──────────────────────────────────────────────────────────┘
```

Figure 5.3-98. Add/Change/Delete Budget Data

<u>BUDGET ITEM</u>

Fiscal Year: Enter the fiscal year associated with the budget item you are entering.

Fiscal Month: Enter the fiscal month associated with the budget item that you are entering.

Direct Mission Category: Enter the Mission Category or press <F2> for choices.

<u>EMPLOYEE RESPONSIBILITY</u>

Employee ID: Enter the SSN of the employee who is responsible for this particular budget item.

At this point the DAMIS will determine if any information currently exists matching the information that has just been entered. If no record exists, the message "ADDING RECORD" will appear at the top of the form. Proceed to enter the remaining data using the following instructions. If information does exist, the message "CHANGING RECORD" will appear at the top of the form. Change the necessary information using the following for guidance.

Note: None of the "Key" data elements can be <u>changed</u>. If you have entered one of these, "Key" data elements into the DAMIS incorrectly, delete the budget item, and then go back and <u>add</u> the data correctly.

Name: The name of the employee will be pulled from the DAMIS.

Item Dollar Amount: Enter budget item dollar amount.

Item Committed Amount: Enter item committed amount for the budget.

Dollar Obligated (Alcohol):   Enter the amount obligated for alcohol.

Uncommitted Amount: Is calculated by the DAMIS.

Dollar Obligated (Drug):   Enter the total obligated for budget item drug.

Un-obligated Amount: Is calculated by the DAMIS.

Press <F3> to save the data.

5.3.1.116 Delete Budget Data.

To delete budget data at the "Add/Change/Delete Budget Data" screen enter the following "Key" elements associated with the budget item you wish to delete: Fiscal Year, Fiscal Month, Mission Category, and Employee ID. Once you have entered these "Key" fields, the system will pull data onto the screen associated with these keys. Press <F8> to change function keys. Press <F6> to delete a budget item. The "Text-Delete Budget Item Confirmation" message will appear. Press <Enter> to delete the budget item or press <F6> to cancel.

5.3.1.117 Procurement Menu.

This menu (selection 4 from the "Program Management Menu") allows you to access the forms used for entering, changing, and deleting purchase request information.

```
┌─────────────────────────────────────┐
│          Procurement Menu           │
│             UNCLASSIFIED             │
│>1. Add/Change Purchase Request Data │
│ 2. Delete Purchase Request Data     │
└─────────────────────────────────────┘
```

Figure 5.3-99. Procurement Menu

5.3.1.118 Add/Change Purchase Request Data.

This option allows you to add or change information about a particular purchase request. Selection of this option from the "Procurement Menu" will present the following screen.

```
┌─────────────────────────────────────────────────────────┐
│      Add/Change Purchase Request Data PCN: ZJY-814       │
│    *_____* * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *  │
│                                                          │
│  PURCHASE REQUEST SUBMISSION    Date: 1998/01/12   Sequence No: _1 │
│                                                          │
│  Approval Date: _____      Purchase Request No: _____ │
│  Vendor Name: _____                  │
│  Projected Delivery Date: _____    Receipt Date: _____ │
│  Item(s) Description: _____  │
│                       _____  │
│                                                          │
│  FUNDING INFORMATION                                     │
│  Direct Mission Category: _                              │
│  Employee ID: _____          Name: _____ │
│                                                          │
│  PURCHASE COMMITMENT and OBLIGATION INFORMATION          │
│  Commitment Date: _____         Committed Amount: _____0.00 │
│  Obligated  Date: _____         Obligated Amount: _____0.00 │
│                 F3 = SAVE; F6 = CANCEL                    │
│           * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *    │
└─────────────────────────────────────────────────────────┘
```

Figure 5.3-100. Add/Change Purchase Request Data

PURCHASE REQUEST SUBMISSION

Date:	To change purchase request data enter the date.
Sequence No:	Enter the sequence number of the purchase request for that date.

After these "key" fields have been entered, the DAMIS will search for matching information in the database. If no record exists, the message "ADDING RECORD" appears at the top of the form. Proceed to enter the remainder of the information using the following guidance. If a record does exist, the message "CHANGING RECORD" appears at the top of the form and the form is filled in with the existing information. Proceed to make the necessary changes using the following for guidance.

Approval Date:	Enter the approval date as YYYY/MM/DD.
Purchase Request Number:	Enter the number that the ADAPCP has assigned to the purchase request.
Vendor Name:	Enter the name of the vendor where you will be purchasing the supplies, etc.
Projected Delivery Date:	Enter the date that you are to receive delivery of the item(s).
Receipt Date:	Enter the date that you received the item(s).
Item(s) Description:	Enter a brief description of the item(s) being purchased by the ADAPCP.

FUNDING INFORMATION

Direct Mission Category:	Enter the Mission Category or press <F2> for choices.
Employee ID:	Enter the ADAPCP employee ID who is responsible for this purchase request or press <F2> for choices.
Name:	This will be pulled from ADAPCP employee data. Must be a valid ADAPCP employee.

PURCHASE COMMITMENT AND OBLIGATION INFORMATION

Commitment Date:	Enter the commitment date for this item(s).
Committed Amount:	Enter the committed dollar amount for this item(s).
Obligated Date:	Enter the obligated date for this item(s).
Obligated Amount:	Enter the obligated amount for this item(s).

Press <F3> to save the data entered.

Note: The "key" fields indicated previously are used throughout the DAMIS-FS application and cannot be <u>changed</u>. If any of that particular information was entered incorrectly, it should first be <u>deleted</u>. Once the information has been deleted, it can then be <u>added</u> correctly.

5.3.1.119   Delete Purchase Request Data.

This option allows you to delete data describing a purchase request. Selection of this option from the "Procurement Menu" will present the following screen.

```
╔════════════════════════════════════════════════════════╗
║          Delete Purchase Request Data PCN: ZJY-814       ║
║           * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *   ║
║ PURCHASE REQUEST SUBMISSION    Date: _____  Seq. No: __ ║
║ PURCHASE REQUEST No: _____   Approval Date: _____ ║
║ Vendor Name: _____                     ║
║ Projected Delivery Date: _____   Receipt Date: _____ ║
║ Item(s) Description: _____ ║
║                      _____ ║
║                                                          ║
║ FUNDING INFORMATION                                      ║
║ Direct Mission Category: _                               ║
║ SSN: _____        Name: _____       ║
║                                                          ║
║ PURCHASE COMMITMENT and OBLIGATION INFORMATION           ║
║ Commitment Date: _____   Committed Amount: _____ ║
║ Obligated Date: _____    Obligated Amount: _____ ║
║                                                          ║
║          F3 = SAVE to delete; F6 = CANCEL                ║
║       * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *       ║
╚════════════════════════════════════════════════════════╝
```

Figure 5.3-101. Delete Purchase Request Data

Enter the date and sequence number for the purchase request that you wish to delete. If no records are currently in the database regarding the information regarding the information that was just entered an error message will appear.

```
╔════════════════════════════════════════════════════════╗
║          Delete - Purchase - Error Message               ║
║                                                          ║
║    This Purchase Order does not exist in the database.   ║
║    The record cannot be deleted. Please check your entry.║
║                                                          ║
║              ▌RETURN to continue▐                        ║
╚════════════════════════════════════════════════════════╝
```

If a match is found, the remainder of the form is populated with the appropriate information. Press <F3> to delete to proceed. A confirmation screen will appear.

```
╔════════════════════════════════════════════════════════╗
║          Delete Purchase Data Confirmation               ║
║                                                          ║
║   Deleted item will be permanently removed from the database. ║
║            Are you certain you wish to delete?           ║
║                                                          ║
║   ▌RETURN to proceed with delete; F6 = CANCEL to abort▐  ║
╚════════════════════════════════════════════════════════╝
```

Press <Enter> to delete the purchase data or press <F6> to abort to return to the "Procurement Menu" without deleting the data.

5.3.1.120   Add/Change/Delete Authorizations Data.

This function enables you to add/change/delete TDA authorization document and position data associated with authorized and required ADAPCP positions. The system requires you to enter Unit ID Code, Document Effective Date, Paragraph No., and Line No. You may enter a new Paragraph No., and a new Line No., only if he/she wishes to change them. You can change any of the record's information as desired. The values for Unit ID Code, Effective Date, Paragraph No., Line No, and Command Control No., may be found on the TDA document as TDA, DOCUMENT DATE,

PARA, LINE, and CCNUM respectively. The document termination date is generally set to the end of the fiscal or actual year until a newer TDA document is received which supersedes the current one. At this time, the termination date is set to the day prior to the effective date of the new document. This function (selection 5 from the "Program Management Menu") allows you to add or change information about a particular Table of Distribution and Allowance (TDA) document and the position governed by the TDA.

```
┌─────────────────────────────────────────────────────────┐
│       Add/Change/Delete TDA Position Data PCN: ZJY-817    │
│   *_____*        * UNCLASSIFIED *               │
│                                                           │
│ AUTHORIZATION DOCUMENT IDENTIFICATION                     │
│ Unit ID Code: _____        Effective Date: _____    │
│ Paragraph No: ____          Line No: ___                  │
│ New Paragraph No: ____       New Line No: ___             │
│ Command Control No: _____  Document Termination Date: __│
│ POSITION INFORMATION                                      │
│ Position Title: _____                      │
│ Mission Code: _  Employment Category: _  Authorized Strength: __ │
│ Required Strength: __              Assigned Strength: __   │
│                                                           │
│ MILITARY POSITION INFORMATION                             │
│ MPC: _         Rank: ___        Area Of Concentration ID: ___ │
│ Enlisted MOS: ___               Warrant Officer MOS: ____  │
│ CIVILIAN POSITION INFORMATION                             │
│ Pay Plan: __  Pay Grade Level: __  Occupational Code: ____ │
│               F3 = SAVE; F6 = CANCEL                       │
│               F8/F5 = DELETE Current TDA                   │
└─────────────────────────────────────────────────────────┘
```

Figure 5.3-102. Add/Change/delete Authorizations Data

Using the TDA document for the ADAPCP as reference, enter the following data elements.

AUTHORIZATION DOCUMENT IDENTIFICATION

Unit ID Code: Enter the UIC for the ADAPCP or press <F2> for choices.

Effective Date: Enter the effective date of the TDA document or press <F2> for choices.

Note: Information must be entered for each paragraph and line number that is listed on the TDA Document.

Paragraph No: Enter the paragraph number or press <F2> for choices.

Line No: Enter the line number for that position being added or press <F2> for choices.

At this point, the DAMIS will determine if any information currently exists matching the information that has just been entered. If no record exists, the message "ADDING RECORD" will appear at the top of the form. Proceed to enter the remaining data using the following instructions.

If information does exist, the message "CHANGING RECORD" will appear at the top of the form and the form will be populated with the pertinent data. Change the necessary information using the following for guidance.

New Paragraph No.:   Enter only when you are changing paragraph numbers.

New Line No.:   Enter only when you change line numbers for that position.

Command Control Number: Enter the command control number for that TDA.

Document Termination Date: Enter the date the TDA will terminate.

POSITION INFORMATION

Position Title: Enter the position title for that position.

Mission Code: Enter the mission code associated with that position. Press <F2> for

choices for a list of codes.

Employment Category: Enter the code for the employment category. Press <F2> for choices for a list of codes.

Authorized Strength: Enter the total number authorized for that position.

Required Strength: Enter the total number required for that position.

Assigned Strength: Enter the total number assigned for that position.

MILITARY POSITION INFORMATION (Fill in only for military positions)

MPC: Enter the Military Personnel Class code for that position.

Rank: Enter the rank of that position.

AOC ID: Enter the AOC for that position.

Enlisted MOS: Enter the Enlisted ID for that position, if applicable.

Warrant Officer MOS: Enter the Warrant ID for that position, if applicable.
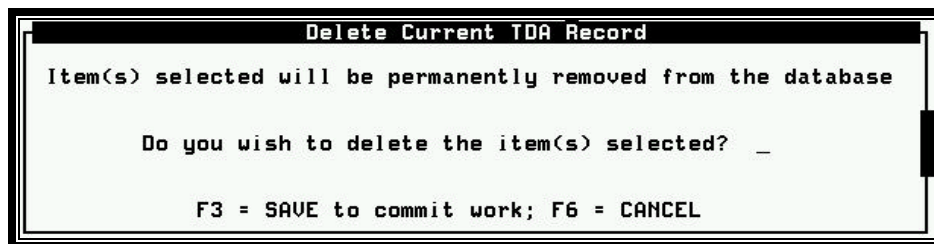
CIVILIAN POSITION INFORMATION

Pay Plan: Enter the pay plan for the position.

Pay Grade Level: Enter the pay grade level for the position.

Occupational Code: Enter the code for the occupation that is to be held for that position.

Pressing <F3> will enter the information on the form in to the database and will leave you in the form so that you may make additional entries. To delete the Unit ID code, press <F8/F5>. This will take you to the following 'delete confirmation' screen.

```
┌──────────────────────────────────────────────────┐
│           Delete Current TDA Record                │
│                                                    │
│ Item(s) selected will be permanently removed from the database │
│                                                    │
│     Do you wish to delete the item(s) selected?  _ │
│                                                    │
│       F3 = SAVE to commit work; F6 = CANCEL        │
└──────────────────────────────────────────────────┘
```

Enter <Y> for Yes or <N> for No and press <F3> to commit work. Pressing <F6> will cancel the delete request.

5.3.1.121   Personnel Management Menu.

This menu allows you to access the screens used for adding, changing, and deleting ADAPCP employee data.   When you select this menu from the "Program Management Menu," the following screen will appear.

```
┌──────────────────────────────────────┐
│        Personnel Management Menu       │
│              UNCLASSIFIED               │
│ >1.  Add/Change ADAPCP Employee Data   │
│  2.  Change ADAPCP Employee ID         │
│  3.  Delete ADAPCP Employee Data       │
└──────────────────────────────────────┘
```

Figure 5.3‑103. Personnel Management Menu

5.3.1.122   Add/Change ADAPCP Employee Data.

This function allows you to add and change data about an ADAPCP employee. Data input identifies the employee and the associated authorization document position. To add or change ADAPCP employee data, select menu item #1 from the "Personnel Management Menu" and

press <Enter>. The "ADAPCP Employee Data" form will appear.


```
                  ADAPCP Employee Data PCN: ZJY-823
        *_____* * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *
  Employee ID: _____              Name: _____
  * AUTHORIZATION DOCUMENT IDENTIFICATION *
  Unit ID Code: _____                Effective Date: _____
  Paragraph No: ____                  Line No: ___
  * MILITARY EMPLOYEE *
  Rank Code: ___           MPC: _
  Area of Concentration: ___ Enlisted Code: ___ Warrant Officer Code: ____
  * CIVILIAN EMPLOYEE *
  Pay Plan: __  Grade Level: __          Occupation Code: ____
  * ADDRESS AND TELEPHONE NUMBERS *
  Street: _____
  City: _____  State: __       Zip: _____
  Home Phone: _____      Work Phone: _____
  * MISCELLANEOUS INFORMATION *
  Date of Birth: _____    Man Power Category: _    Work Status: _
  Employ Date: _____ Expected Depart Date: _____ Login: _____
                       F3 = SAVE; F6 = CANCEL
              * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *
```

Figure 5.3-104. Add/Change ADAPCP Employee Data

Employee ID: Enter the SSN of the ADAPCP employee you wish to add or press <F2> for choices.

At this point, the DAMIS will determine if any information currently exists matching the information that has just been entered. If no record exists, the message "* Adding Record *" will appear at the top of the form. Proceed to enter the remaining data using the following instructions. If information does exist, the message "* Changing Record *" will appear at the top of the form and the form will be populated with the pertinent data. Change the necessary information, using the following for guidance.

Name: Enter the name of the employee.

<u>AUTHORIZATION DOCUMENT IDENTIFICATION</u>

Unit ID Code: Enter the UIC of the ADAPCP TDA that authorized the position being held by this employee or press <F2> for choices.

Effective Date: Enter the effective date of the TDA Document or press <F2> for choices.

Paragraph No: Enter the Paragraph Number for the position held by this employee or press <F2> for choices.

Line No: Enter the line number for the position held by the employee or press <F2> for choices.

<u>MILITARY EMPLOYEE</u> (Fill in only if the employee is military)

Grade Code: Enter the Rank of the employee or press <F2> for choices.

Class Code: Enter the class code for the employee or press <F2> for choices.

Pay Level: Enter the pay level.

AOC: Enter the AOC ID or press <F2> for choices.

Enlisted Code: Enter the enlisted MOS for the employee or press <F2> for choices.

Warrant Officer Code: Enter the warrant officer MOS for the employee or press <F2> for choices.

<u>CIVILIAN EMPLOYEE</u> (Fill in only if the employee is a civilian)

Pay Plan/Grade Level: Fill in the pay plan/grade level of this employee or press <F2> for choices.

Occupation Code: Enter the occupation code of this employee.

ADDRESS AND TELEPHONE NUMBERS

Street: Enter the street address of the employee.

City: Enter the city where the employee lives.

State: Enter the state in which the employee lives.

Zip: Enter the employee's zip code.

Home Phone: Enter the employee's home phone number.

Work Phone: Enter the employee's work phone number.

MISCELLANEOUS INFORMATION

Date of Birth: Enter the date of birth of the employee.

Man Power Category: Enter man power category associated with this employee.

Work Status: Enter the work status code associated with this employee.

Employ Date: Enter the date the employee was hired.

Expected Depart Date: Enter the date the employee is expected to depart from employment at the ADAPCP.

Login: Enter Login or press <F2> for choices. You must know the system login ID of the employee being entered.

Pressing <F3> will save your entry and leave you in the form to add or change another ADAPCP record.

5.3.1.123   Change ADAPCP Employee ID.

Change ADAPCP Employee ID enables you to change the employee identifier of an ADAPCP employee. To change an ADAPCP employee ID, select menu item #2 from the "Personnel Management Menu" and press <Enter>. The "Change ADAPCP Employee ID" form will appear.


```
          Change ADAPCP Employee ID PCN: ZJY-823
            * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *
Old Employee ID: _____        New Employee ID: _____
Name: _____
ATHORIZATION DOCUMENT IDENTIFICATION
Unit ID Code: _____             Effective Date: _____
Paragraph No: ____               Line No: ___
MILITARY EMPLOYEE
Grade Code: __        Class Code: _      Pay Level: __
Area of Concentration: ___ Enlisted Code: ___ Warrant Officer Code: ____
CIVILIAN EMPLOYEE
Pay Plan/Grade Level: ____          Occupation Code: ____
           ADDRESS AND TELEPHONE NUMBERS
Street: _____
City: _____  State: __        Zip: _____
Home Phone: _____  Work Phone: _____
           MISCELLANEOUS INFORMATION
Date of Birth: _____  Man Power Category: _   Work Status: _
Employ Date: _____ Expected Depart Date: _____ Login: _____
F3 = SAVE; F6 = CANCEL  * FOR OFFICIAL USE ONLY - PRIVACY ACT
```

Figure 5.3-105. Change ADAPCP Employee ID

This screen allows you to change the SSN (employee ID) that previously had been entered incorrectly into DAMIS. Press <F2> for your selection.

Old Employee ID: Enter the SSN that was incorrectly entered in the DAMIS.

Once you enter this field, the system determines whether an entry already exists in DAMIS-FS for that Old Employee ID. If a record does not exist, the following message will appear indicating that no record exists.

```
╔═══════════════════════════════════════════════════════════╗
║          Change ADAPCP Employee ID Error Message          ║
║                                                           ║
║     Invalid ADAPCP Employee ID. Please re-enter the ID.   ║
║                  ▐ RETURN to continue ▌                   ║
╚═══════════════════════════════════════════════════════════╝
```

If an entry exists for the employee identified by the Old Employee ID, the form will be filled in with the appropriate data and wait for the New (or corrected) Employee ID to be entered.

New Employee ID: Enter the correct SSN for the employee.

Press <F3> and a confirmation screen will appear.

```
╔═══════════════════════════════════════════════════════════╗
║             Change Employee ID Confirmation               ║
║                                                           ║
║       Are you certain you wish to change the Employee ID? ║
║    ▐ RETURN to proceed with change; F6 = CANCEL to abort ▌║
╚═══════════════════════════════════════════════════════════╝
```

Press <Enter> to proceed with change to change the employee ID.

5.3.1.124   Delete ADAPCP Employee ID.

This function allows you to generate a hard copy report listing data available in the system for a particular employee. After printing the report, the function deletes the information. To delete ADAPCP employee data, select menu item #3 from the "Personnel Management Menu" and press <Enter>. The following screen will appear.

```
╔═══════════════════════════════════════════════════════════╗
║          Delete - ADAPCP Employee ID PCN: ZJY-823         ║
║             * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *   ║
║ Employee ID: _____        Name: _____  ║
║ * AUTHORIZATION DOCUMENT IDENTIFICATION *                 ║
║ Unit ID Code: _____        Effective Date: _____     ║
║ Paragraph No: ____          Line No: ___                  ║
║ * MILITARY EMPLOYEE *                                     ║
║ Grade Code: __       Class Code: _     Pay Level: __      ║
║ Area of Concentration: ___ Enlisted Code: ___ Warrant Officer Code: ___ ║
║ * CIVILIAN EMPLOYEE *                                     ║
║ Pay Plan/Grade Level: ____        Occupation Code: ____   ║
║ * ADDRESS AND TELEPHONE NUMBERS *                         ║
║ Street: _____                          ║
║ City: _____  State: __       Zip: _____      ║
║ Home Phone: _____  Work Phone: _____  ║
║ * MISCELLANEOUS INFORMATION *                             ║
║ Date of Birth: _____  Man Power Category: _  Work Status: _ ║
║ Employ Date: _____ Expected Depart Date: _____ Login: _____ ║
║             F3 = SAVE to delete; F6 = CANCEL              ║
║          * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *     ║
╚═══════════════════════════════════════════════════════════╝
```

Figure 5.3-106. Delete ADAPCP Employee ID

This screen allows you to delete ADAPCP employee ID information that has been entered into DAMIS previously. Enter the SSN of the employee you wish to delete from the database.

If an entry exists for the employee identified, the form will fill in with the appropriate data. Press <F3> to continue with the deletion process and a delete confirmation screen will appear.

```
╔═══════════════════════════════════════════════════════════╗
║            Delete ADAPCP Employee ID Confirmation         ║
║                                                           ║
║   Deleted employee will be permanently removed from the database. ║
║              Are you certain you wish to delete?          ║
║                                                           ║
║       YOU HAVE TO PRINT THE FOLLOWING REPORTS - Employee  ║
║   Deletion Reference Report and ADAPCP Employee Data Report ║
║      (Press F3 - TWICE) before employee will be deleted.  ║
║                                                           ║
║    ▐ RETURN to proceed with delete; F6 = CANCEL to abort ▌║
╚═══════════════════════════════════════════════════════════╝
```

Pressing <F6> will return you to the "Personnel Management Menu" without saving any of your input in the form.

5.3.1.125   Test Designated Positions Menu.

This menu allows you to access the forms used for entering, changing, and deleting information on test designated positions (TDP).   When you select this menu from the "Program Management Menu," the following screen will appear.

Figure 5.3-107. Test Designated Positions Menu

5.3.1.126   Add/Change Test Designated Position Data.

This function allows you to add the name of an individual who is employed in a TDP and the title of the TDP to the database. The change part of the function enables you to change data on an individual currently identified in a TDP. Selection of this option from the "Test Designated Positions Menu" will display the following screen.

Figure 5.3-108. Add/Change Test Designated Position Data

TDP ID: Enter the SSN of the person holding the TDP.

At this point, the DAMIS will determine if any information currently exists matching the information that you have just entered. If no record exists, the message "ADDING RECORD" will appear at the top of the form.   Proceed to enter the remaining data using the following instructions. If information does exist, the message "CHANGING RECORD" will appear at the top of the form and the form will be populated with the pertinent data. Change the necessary information using the following for guidance.

Name: Enter the name of the person in the TDP.

TDP Code: Enter the code that identifies the type of TDP position held by the individual. Press <F2> for a list of choices.

UIC: Enter the UIC where the individual in the TDP resides.

Job Series: Enter the job series.

Job Title: Enter the Job title.

5.3.1.127   Delete Test Designated Position Data.

This option enables you to delete a TDP employee or position from the system once the employee leaves the installation or is no longer in a TDP. Selection of this option from the "Test Designated Positions Menu" will display the following screen.

Figure 5.3-109. Delete Test Designated Position Data

TDP ID: Enter the TDP ID of the TDP you wish to delete from the database.

The system determines whether an entry exists that meets those parameters. If no record exists, the system will display an error message.

If a record does exist, the system retrieves the relevant data associated with the TDP ID entered on the screen. Pressing <F3> will display delete confirmation screen.

Press <Enter> to delete.

5.3.1.128   RAPR Menu.

This menu allows you to access those screens used for updating the RAPR and for transmitting RAPR data. Selection of this menu from the "Program Management Menu" will present the following screen.

Figure 5.3-110. RAPR Menu

5.3.1.129   Update RAPR Data.

This function enables you to add/change the data required on the RAPR that cannot be derived from data located in the system. Population data consists of data identifying the number of people supported by an installation ADAPCP for a particular month. When you select this option, the system requires you to enter begin date and end date. The system automatically defaults the value for SAC to the value in the system that identifies the installation ADAPCP. Selection of this option from the "RAPR Menu" will present the following screen.

Figure 5.3-111. Update RAPR Data

Enter the Begin and End Date in the correct format. Press <F3>. The system will determine whether you are adding or changing a record. The following screen will appear.

```
╔══════════════════════════════════════════════╗
║            Population Served Data             ║
║              *CHANGING RECORD*                ║
║                                               ║
║ Service Area Code: NG13                       ║
║ Begin Date: 1997/01/01    End Date: 1997/01/31║
║                                               ║
║ PERSONNEL ASSIGNED, ATTACHED OR SUPPORTED BY AGREEMENT║
║                                               ║
║                           ELIGIBLE POPULATION ║
║ Active Duty Permanent Party:       0          ║
║ Inactive Duty Trainees:                0      ║
║ Active Duty For Training:              0      ║
║ Academy Cadets:                        0      ║
║ Civilian Employees:                    0      ║
║ Retired Military:                      0      ║
║ Family Members:                        0      ║
║ Minor Family Members:                  0      ║
║ Other Personnel:                       0      ║
║                                               ║
║            F3 = SAVE; F6 = CANCEL             ║
╚══════════════════════════════════════════════╝
```

Press <F3> to save and the following screen will appear.

```
╔═══════════════════════════════════════════════════════════════╗
║            Civilian Employees Urinalysis Testing               ║
║  *CHANGING RECORD* FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *   ║
║ SECTION IV: CIVILIAN EMPLOYEES URINALYSIS TESTING              ║
║ Service Area Code: NG13   Begin Date: 1997/01/01  End Date: 1997/01/31║
║                                                                ║
║              ADAPCP ACTION            PERSONNEL ACTION          ║
║           REFER REFUSE ENRL COMP RTD REASSIGN TERMIN RESIGN REHAB║
║ Aviation    0     0     0    0   0     0       0      0     0   ║
║ Guard/Police  0   0     0    0   0     0       0      0     0   ║
║ PRP          0    0     0    0   0     0       0      0     0   ║
║ ADAPCP Staff 0    0     0    0   0     0       0      0     0   ║
║ Other        0    0     0    0   0     0       0      0     0   ║
║                                                                ║
║ Reasonable                                                     ║
║ Suspicion    0    0     0       0      0       0      0     0   ║
║ Safety, Mishap                                                 ║
║ Accident     0    0     0       0      0       0      0     0   ║
║ Rehab Client 0    0     0       0      0       0      0     0   ║
║ Volunteer    0    0     0       0      0       0      0     0   ║
║               F3 = SAVE; F6 = CANCEL                           ║
╚═══════════════════════════════════════════════════════════════╝
```

Press <F3> to save.

5.3.1.130   Print/View RAPR.

Selection of this option from the "RAPR Menu" will present the following screen.

```
╔══════════════════════════════════════╗
║         Print/View RAPR Menu         ║
║ >          UNCLASSIFIED               ║
║  1. Print/View Section I Data        ║
║  2. Print/View Section II Data       ║
║  3. Print/View Section III Data      ║
║  4. Print/View Section IV Data       ║
║  5. Print/View Section V Data        ║
║  6. Print/View Section VI Data       ║
║  7. Print/View Section VII Data      ║
║  8. Print RAPR (DA Form 3711-R)      ║
╚══════════════════════════════════════╝
```
Figure 5.3-112. Print/View RAPR Menu

Highlighting and selecting any of the options from 1 through 7 will produce the following screen.

```
╔══════════════════════════════════════╗
║      RAPR I - Date Range Select       ║
║                                       ║
║ Begin Date: 1997/01/01  End Date: 1997/01/31║
║                                       ║
║ Service Area Code: NG13               ║
║                                       ║
║        F3 = VIEW/PRINT; F6 = CANCEL   ║
║ * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *║
╚══════════════════════════════════════╝
```
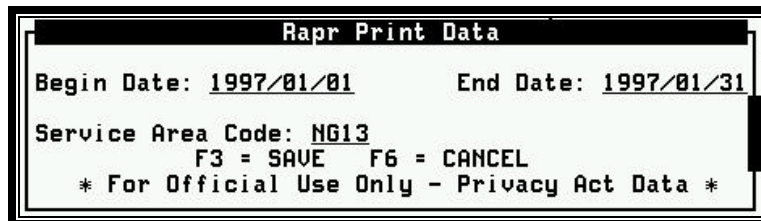
Enter the Begin Date and End Date in the correct format. The system will automatically default the value for SAC to the value in the system that identifies the installation ADAPCP. Press <F3> to view or print the data or <F6> to cancel the operation. Pressing <F3> will present the following screen.

```
┌─────────────────────────────────┐
│   RAPR I - Print/View Menu      │
│ >1. RAPR Section I for View     │
│  2. RAPR Section I for Print    │
└─────────────────────────────────┘
```

Highlight your selection and press <Enter> to either view or print. In case you have selected the date range where there is no data for the RAPR report, then the system will display an error message.

Selection of option #8 from the "Print/View RAPR Menu" will present the following screen.
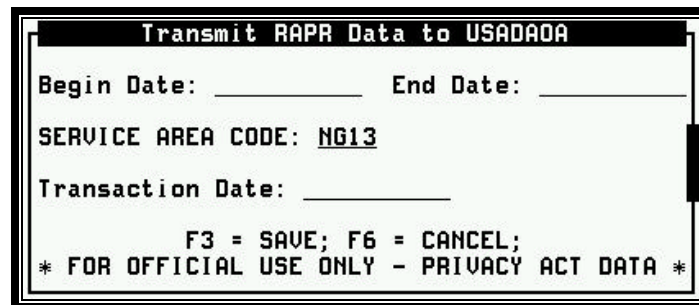
```
┌──────────────────────────────────────────┐
│              Rapr Print Data             │
│ Begin Date: 1997/01/01   End Date: 1997/01/31│
│                                          │
│ Service Area Code: NG13                  │
│          F3 = SAVE   F6 = CANCEL         │
│   * For Official Use Only - Privacy Act Data * │
└──────────────────────────────────────────┘
```

Enter the Begin Date and End Date in the correct format. The system will automatically default the value for SAC to the value in the system that identifies the installation ADAPCP. Press <F3> to print the data or <F6> to cancel the operation. Pressing <F3> will take you to the Print Destination screen.

5.3.1.131 Transmit RAPR Data to ACSAP.

Selection of this option from the "RAPR Menu" will present the following screen.

```
┌──────────────────────────────────────────┐
│      Transmit RAPR Data to USADAOA       │
│ Begin Date: _____  End Date: _____│
│                                          │
│ SERVICE AREA CODE: NG13                  │
│                                          │
│ Transaction Date: _____             │
│                                          │
│          F3 = SAVE; F6 = CANCEL;         │
│ * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA * │
└──────────────────────────────────────────┘
```

Figure 5.3-113. Transmit RAPR Data to ACSAP

Enter the Begin and End Date in the correct format. Press <F3> to transmit the data or <F6> to cancel the operation.

5.3.1.132 Program Management Report Menu.

This menu allows you to access the forms used for viewing and printing program management reports.

```
┌─────────────────────────────────────────┐
│        Program Management Report Menu     │
│              UNCLASSIFIED                  │
│>1.  Print Unit Listing By UIC             │
│ 2.  Print Unit Listing By Unit Name       │
│ 3.  Print ADCO Budget Status Report       │
│ 4.  Print Employee Budget Status Report   │
│ 5.  Print ADCO Purchase Request Report    │
│ 6.  Print ADAPCP TDA Report for One TDA   │
│ 7.  Print ADAPCP TDA Report for All TDAs  │
│ 8.  Print ADAPCP Working TDA Report for One TDA │
│ 9.  Print ADAPCP Working TDA Report for All TDAs │
│ 10. Print ADCO Personnel Report           │
│ 11. Print Test Designated Position Listing │
│ 12. Print ADCO Manpower Utilization Report │
│ 13. Print ADAPCP Employee Data Report     │
│ 14. Print/View Installation RAPR          │
└─────────────────────────────────────────┘
```

Figure 5.3-114. Program Management Report Menu

To produce one of the reports listed above, select the appropriate menu item. Press <Enter>. Follow the instructions for printing and/or viewing that appear in the screen for the selected item. No input is required.

You can press <F8/F2> to view the report on the screen, or you can press <F8/F1> to produce a printout of the report. If you choose to print, the resulting screen will prompt you for the name of printer, which you can select by pressing <F2> for choices. Highlight one of the available printers and press <Enter>. Enter the number of copies you wish to make (1 through 9) and press <F3> to print the report. Once the report is printed, a confirmation of the print process will appear and you are returned to the report screen. This SELECT REPORT/VIEW/PRINT process is similar throughout the "Program Management Report Menu" and differs only in that some reports require input.

5.3.1.133 Print Unit Listing by UIC.

Selection of option #1 from the "Program Management Report Menu" will display the following screen.

```
┌─────────────────────────────────────────┐
│         Unit Listing By UIC               │
│         ***_____***               │
│                                           │
│ The Unit Listing by UIC is a report listing │
│ all of the units maintained in the DAMIS-FS. │
│                                           │
│  F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL │
│ * FOR OFFICAL USE ONLY - PRIVACY ACT DATA * │
└─────────────────────────────────────────┘
```
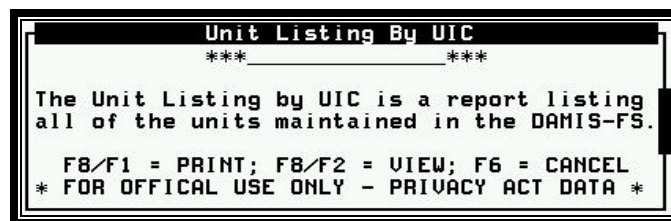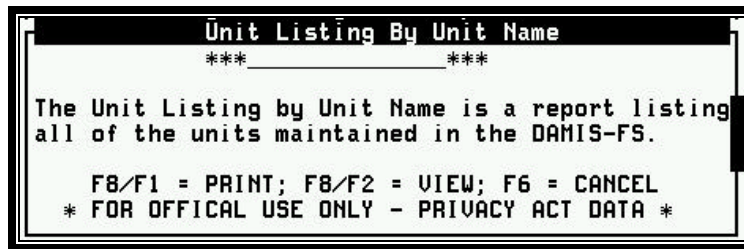
Figure 5.3-115. Print Unit Listing by UIC

When you press <F8/F1> to print, the system will display the following message after completing the printing.

```
┌─────────────────────────────────────────┐
│       Unit Listing By UIC - Message       │
│ Unit Listing By UIC Report has been completely printed. │
│           RETURN to continue              │
└─────────────────────────────────────────┘
```
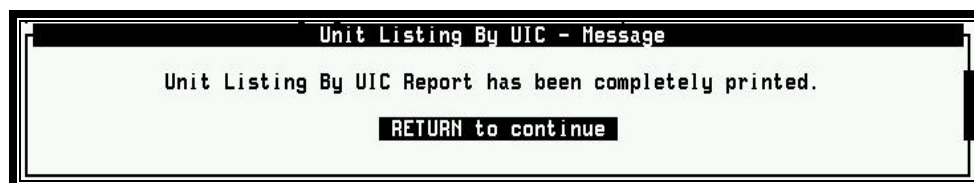
5.3.1.134 Print Unit Listing by Unit Name.

Selection of option #2 from the "Program Management Report Menu" will display the following screen.
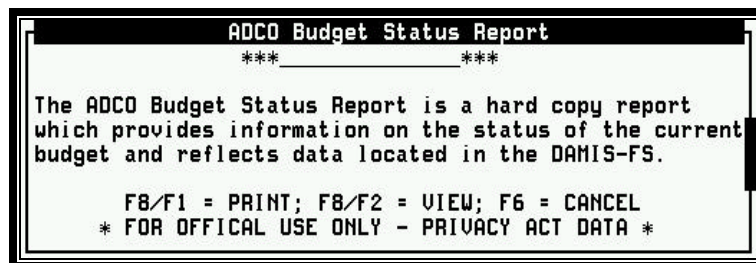
```
                Unit Listing By Unit Name
                  ***_____***

The Unit Listing by Unit Name is a report listing
all of the units maintained in the DAMIS-FS.

       F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL
        * FOR OFFICAL USE ONLY - PRIVACY ACT DATA *
```

Figure 5.3-116. Print Unit Listing by Unit Name

5.3.1.135 Print ADCO Budget Status Report.

Selection of option #3 from the "Program Management Report Menu" will display the following screen.
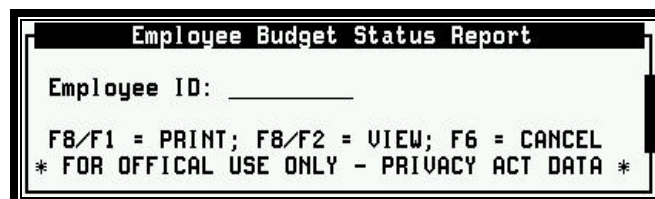
```
                ADCO Budget Status Report
                  ***_____***

The ADCO Budget Status Report is a hard copy report
which provides information on the status of the current
budget and reflects data located in the DAMIS-FS.

       F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL
        * FOR OFFICAL USE ONLY - PRIVACY ACT DATA *
```

Figure 5.3-117. Print ADCO Budget Status Report

5.3.1.136 Print Employee Budget Status Report.

Selection of option #4 from the "Program Management Report Menu" will display the following screen.

```
              Employee Budget Status Report

Employee ID: _____

F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL
* FOR OFFICAL USE ONLY - PRIVACY ACT DATA *
```

Figure 5.3-118. Print Employee Budget Status Report

Enter the Employee's SSN.

5.3.1.137 Print ADCO Purchase Request Report.

Selection of option #5 from the "Program Management Report Menu" will display the following screen.
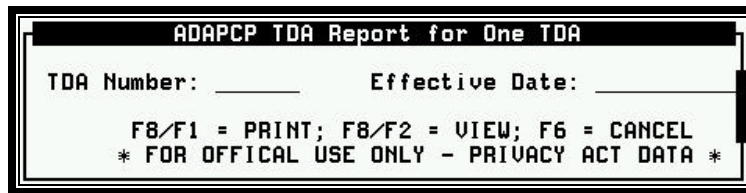
```
                ADCO Purchase Request Report
                  ***_____***

The ADCO Purchase Request Report is a hard copy report
which displays all of the requests for purchases and
actual purchase requests for the current fiscal year.

       F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL
        * FOR OFFICAL USE ONLY - PRIVACY ACT DATA *
```

Figure 5.3-119. Print ADCO Purchase Request Report

5.3.1.138 Print ADAPCP TDA Report for one TDA.

Selection of option #6 from the "Program Management Report Menu" will display the following screen.

```
┌─────────────────────────────────────────────┐
│        ADAPCP TDA Report for One TDA          │
│ TDA Number: _____    Effective Date: _____ │
│                                               │
│      F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL │
│      * FOR OFFICAL USE ONLY - PRIVACY ACT DATA * │
└─────────────────────────────────────────────┘
```

Figure 5.3-120. Print ADAPCP TDA Report for one TDA

You are required to enter a TDA Number and the TDA Effective Date.

5.3.1.139   Print ADAPCP TDA Report for All TDA.

Selection of option #7 from the "Program Management Report Menu" will display the following screen.
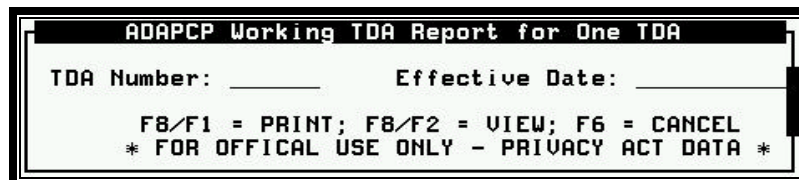
```
┌─────────────────────────────────────────────┐
│        ADAPCP TDA Report for ALL TDAs         │
│        ***_____***                   │
│                                               │
│ The ADAPCP TDA Report is hard copy reports which display │
│ information on all installation ADAPCP's TDA authorization │
│ document.                                     │
│                                               │
│      F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL │
│      * FOR OFFICAL USE ONLY - PRIVACY ACT DATA * │
└─────────────────────────────────────────────┘
```

Figure 5.3-121. Print ADAPCP TDA Report for All TDA

5.3.1.140   Print ADAPCP Working TDA Report for one TDA.

Selection of option #8 from the "Program Management Report Menu" will display the following screen.
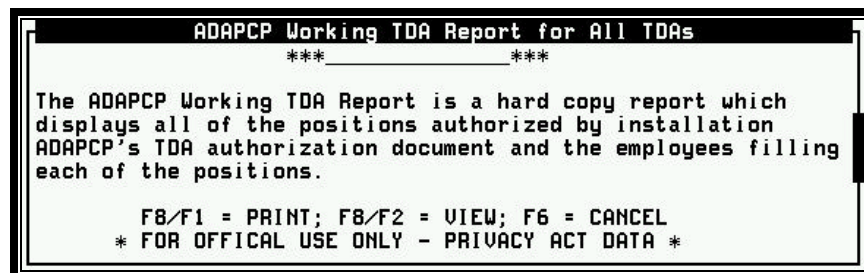
```
┌─────────────────────────────────────────────┐
│       ADAPCP Working TDA Report for One TDA   │
│ TDA Number: _____     Effective Date: _____ │
│                                               │
│      F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL │
│      * FOR OFFICAL USE ONLY - PRIVACY ACT DATA * │
└─────────────────────────────────────────────┘
```

Figure 5.3-122. Print ADAPCP Working TDA Report for one TDA

You are required to enter a TDA Number and the TDA Effective Date.

5.3.1.141   Print ADAPCP working TDA Report for All TDA.

Selection of option #9 from the "Program Management Report Menu" will display the following screen.
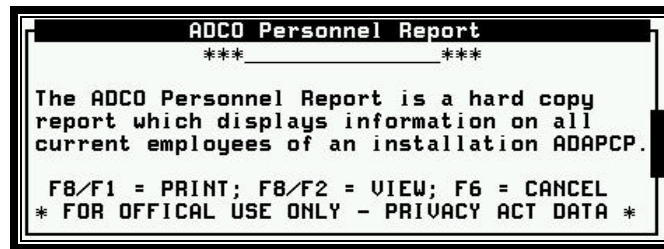
```
┌─────────────────────────────────────────────┐
│      ADAPCP Working TDA Report for All TDAs   │
│        ***_____***                   │
│                                               │
│ The ADAPCP Working TDA Report is a hard copy report which │
│ displays all of the positions authorized by installation │
│ ADAPCP's TDA authorization document and the employees filling │
│ each of the positions.                        │
│                                               │
│      F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL │
│      * FOR OFFICAL USE ONLY - PRIVACY ACT DATA * │
└─────────────────────────────────────────────┘
```

Figure 5.3-123. Print ADAPCP working TDA Report for All TDA

5.3.1.142   Print ADCO Personnel Report.

Selection of option #10 from the "Program Management Report Menu" will display the following screen.
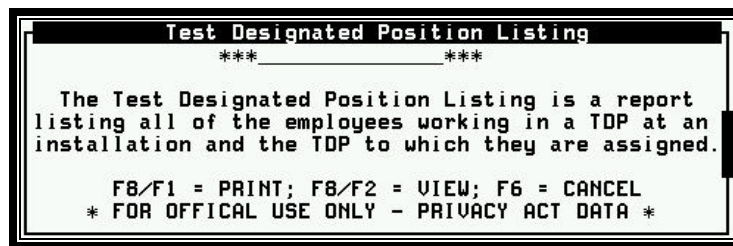
```
┌─────────────────────────────────────┐
│         ADCO Personnel Report        │
│        ***_____***        │
│                                      │
│  The ADCO Personnel Report is a hard copy │
│  report which displays information on all │
│  current employees of an installation ADAPCP. │
│                                      │
│  F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL │
│  * FOR OFFICAL USE ONLY - PRIVACY ACT DATA * │
└─────────────────────────────────────┘
```

Figure 5.3-124. Print ADCO Personnel Report

5.3.1.143   Print Test Designated Position Listing.

Selection of option #11 from the "Program Management Report Menu" will display the following screen.
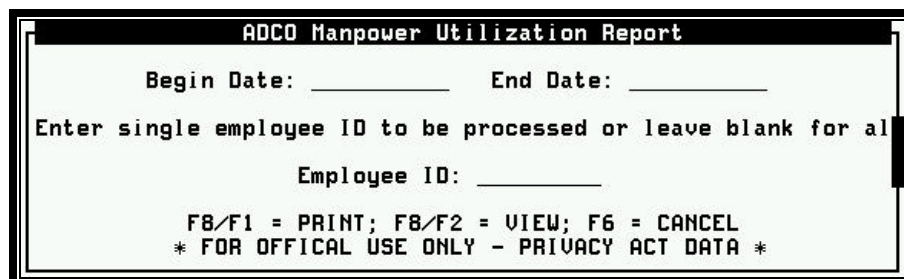
```
┌─────────────────────────────────────┐
│      Test Designated Position Listing     │
│        ***_____***        │
│                                      │
│  The Test Designated Position Listing is a report │
│  listing all of the employees working in a TDP at an │
│  installation and the TDP to which they are assigned. │
│                                      │
│  F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL │
│  * FOR OFFICAL USE ONLY - PRIVACY ACT DATA * │
└─────────────────────────────────────┘
```

Figure 5.3-125. Print Test Designated Position Listing

5.3.1.144   Print ADCO Manpower Utilization Report.

Selection of option #12 from the "Program Management Report Menu" will display the following screen.

```
┌─────────────────────────────────────────┐
│        ADCO Manpower Utilization Report       │
│                                          │
│   Begin Date: _____    End Date: _____ │
│                                          │
│ Enter single employee ID to be processed or leave blank for al │
│                                          │
│           Employee ID: _____         │
│                                          │
│     F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL │
│      * FOR OFFICAL USE ONLY - PRIVACY ACT DATA * │
└─────────────────────────────────────────┘
```

Figure 5.3-126. Print ADCO Manpower Utilization Report

5.3.1.145   Print ADAPCP Employee Data Report.

Selection of option #13 from the "Program Management Report Menu" will display the following screen.

```
┌─────────────────────────────────────┐
│        ADAPCP Employee Data Report       │
│                                      │
│  Employee ID: _____              │
│                                      │
│  F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL │
│  * FOR OFFICAL USE ONLY - PRIVACY ACT DATA * │
└─────────────────────────────────────┘
```

Figure 5.3-127. Print ADAPCP Employee Data Report

Enter the employee's SSN.

5.3.1.146   Print/View Installation RAPR.

Selection of option #14 from the "Program Management Report Menu" will display the following screen.

```
┌─────────────────────────────────────┐
│       Installation RAPR Menu         │
│ >1. Update RAPR                      │
│  2. Print/View RAPR                  │
│  3. Transmit RAPR Data to USADADA    │
└─────────────────────────────────────┘
```
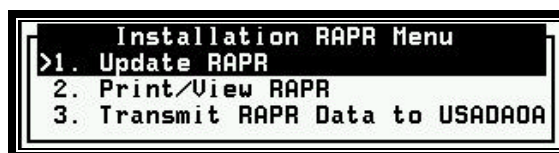
Figure 5.3-128. Print/View Installation RAPR

Refer to Paragraph 5.3.1.73, "RAPR Menu" for details.

5.3.1.147   Manpower Statistics.

Refer to Paragraph 5.3.1.49 for more details.

5.3.1.148   ADAPCP Report Menu.

This menu allows you to access those menus used for viewing and printing patient service reports, biochemical testing reports, education reports, and program management reports.

```
┌───────────────────────────────────────────┐
│          ADAPCP Report Menu               │
│              UNCLASSIFIED                 │
│ >1.  Patient Services Report Menu         │
│  2.  Biochemical Testing Report Menu      │
│  3.  Education Report Menu                │
│  4.  Program Management Report Menu        │
└───────────────────────────────────────────┘
```
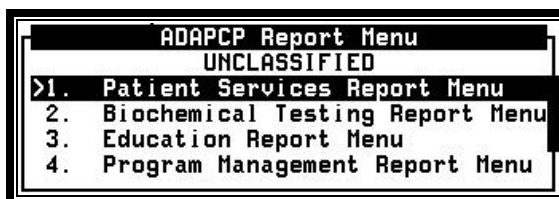
Figure 5.3-129. ADAPCP Report Menu

5.3.1.149   Patient Services Report Menu.

This menu allows you to access those screens used for viewing and printing patient services reports. You may have to scroll up and down to view all of the items on this menu.

```
┌─────────────────────────────────────────────────────────────┐
│              Patient Services Report Menu                    │
│                    UNCLASSIFIED                              │
│ >1.  Print Pending Mandatory Commander Referral Report       │
│  2.  Print Medical Referral Report                          │
│  3.  Print Incomplete Patient Intake/Screen Record Report   │
│  4.  Print Incomplete PPR Report                            │
│  5.  Print PPR Due Date Report                              │
│  6.  Print Detailed Patient Information Report               │
│  7.  Print Counselor Caseload Report                        │
│  8.  Print Patient Roster                                   │
│  9.  Print Notification of Missed Appointment Report         │
│ 10.  Print Missed Appointment Report                        │
│ 11.  Print Record of Missed Individual Appointment           │
│ 12.  Print Group Session Roster                             │
│ 13.  Print Record of Missed Group Session Appointment        │
│ 14.  Print Counselor Appointment Log                        │
│ 15.  Print Individual Summary Report                        │
│ 16.  Print Individuals Identified and not Screened           │
└─────────────────────────────────────────────────────────────┘
```

Figure 5.3-130. Patient Services Report Menu

To print, or view or save on DOS format a patient services report, select the appropriate menu item and press <Enter>. Follow the instructions that appear at the bottom of the screen for Viewing/Printing/Saving the selected report. Refer to paragraph 5.3.1.21 for more details.

5.3.1.150   Biochemical Testing Report Menu.

The "Biochemical Testing Report Menu" allow you to access those screens used for viewing and printing biochemical testing reports.
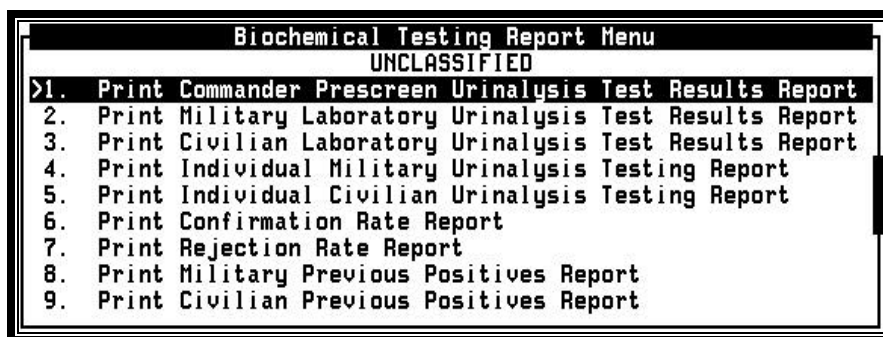
Figure 5.3-131. Biochemical Testing Report Menu

To view or print a biochemical testing report, select the appropriate menu item and press <Enter>. Follow the instructions that appear at the bottom of the screen for the selected report.

5.3.1.151 Education Report Menu.

This menu allows you to access those screens used for viewing and printing education reports.
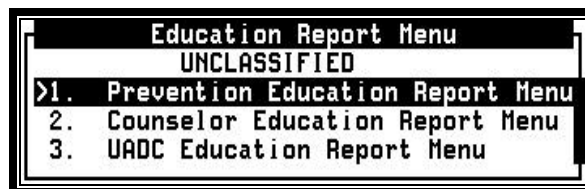
Figure 5.3-132. Education Report Menu

5.3.1.152 Prevention Education Report Menu.

This menu allows you to access those screens used for viewing and printing past and future reports by class UIC and class type. To view or print a prevention education report, select menu item #1 from the "Education Report Menu" and press <Enter>. The "Prevention Education Report Menu" will appear.
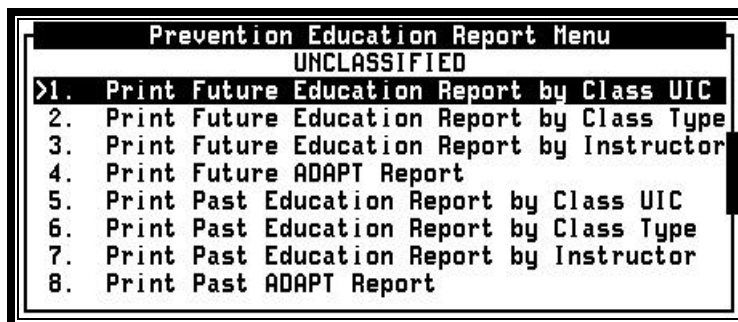
Figure 5.3-133. Prevention Education Report Menu

To view or print a prevention education report, select the appropriate menu item and press <Enter>. Follow the instructions that appear at the bottom of the screen for the selected report.

5.3.1.153 Counselor Education Report Menu.

This menu allows you to access those screens used for viewing and printing counselor education reports. To view or print a counselor education report, select menu item #2 from the "Education Report Menu" and press <Enter>. The "Counselor Education Report Menu" will appear.

```
┌─────────────────────────────────────────────────────────┐
│            Counselor Education Report Menu               │
│                    UNCLASSIFIED                          │
│>1.  Print Counselor Certification Progress Report        │
│ 2.  Print Individual Counselor Internship and Certification Report│
│ 3.  Print Counselor Internship and Certification Summary Report│
│ 4.  Print Counselor Recertification Progress Report      │
│ 5.  Print Counselor Course Report                        │
│ 6.  Print ADAPCP Academy of Health Sciences Courses Report│
└─────────────────────────────────────────────────────────┘
```
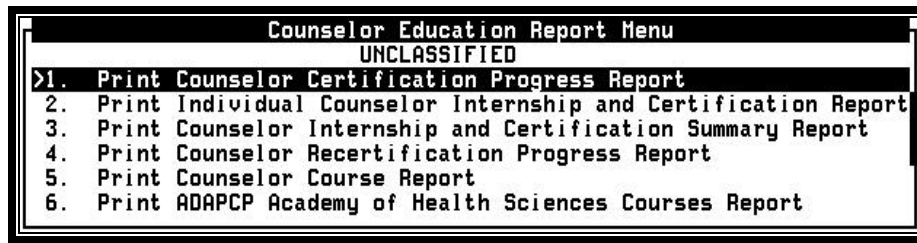
Figure 5.3-134. Counselor Education Report Menu

To view or print a counselor education report, select the appropriate menu item and press <Enter>. Follow the instructions that appear at the bottom of the screen for the selected report.

5.3.1.154   UADC Education Report Menu.

This menu allows you to access those screens used for viewing and printing UADC education reports. To view or print a UADC education report, select menu item #3 from the "Education Report Menu" and press <Enter>. The "UADC Education Report Menu" will appear.

```
┌─────────────────────────────────────────────────────────┐
│            UADC Education Report Menu                    │
│                    UNCLASSIFIED                          │
│>1.  Print UADC Certification Progress Summary Report     │
│ 2.  Print UADC Certification List                        │
│ 3.  Print Units Requiring UADC                           │
└─────────────────────────────────────────────────────────┘
```
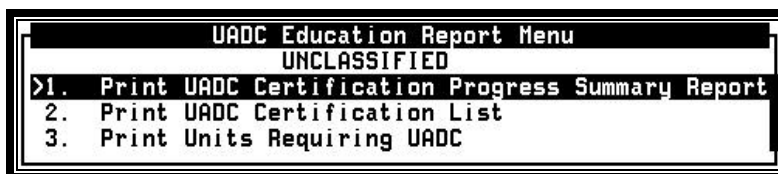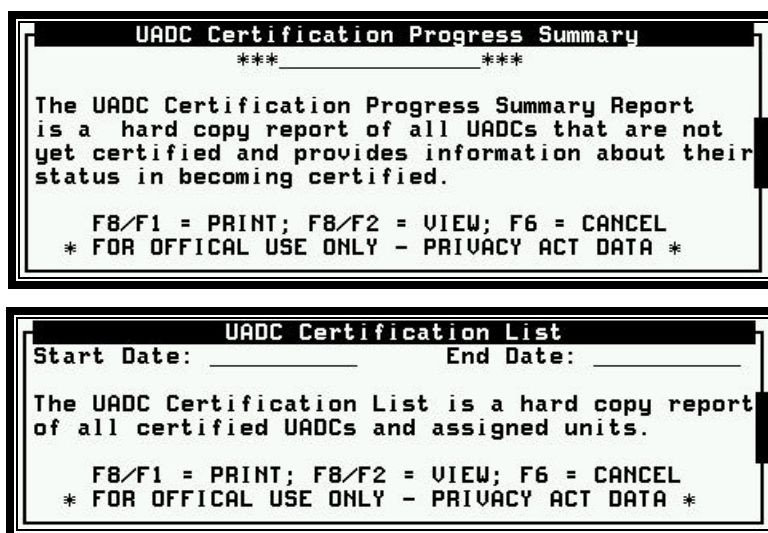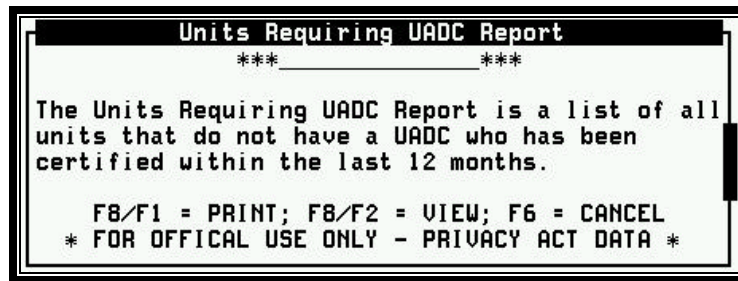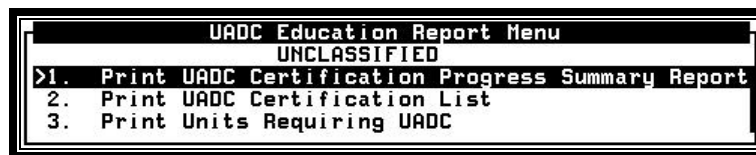
Figure 5.3-135. UADC Education Report Menu

To view or print a UADC education report, select the appropriate menu item and press <Enter>. Follow the instructions that appear at the bottom of the screen for the selected report.

5.3.1.155   Program Management Report Menu.

This menu allows you to access those screens used for viewing and printing program management reports. Selection of this menu from the "ADAPCP Report Menu" will display the following screen.

```
┌─────────────────────────────────────────────────────────┐
│          Program Management Report Menu                  │
│                    UNCLASSIFIED                          │
│>1.  Print Unit Listing By UIC                            │
│ 2.  Print Unit Listing By Unit Name                      │
│ 3.  Print ADCO Budget Status Report                      │
│ 4.  Print Employee Budget Status Report                  │
│ 5.  Print ADCO Purchase Request Report                   │
│ 6.  Print ADAPCP TDA Report for One TDA                  │
│ 7.  Print ADAPCP TDA Report for All TDAs                 │
│ 8.  Print ADAPCP Working TDA Report for One TDA          │
│ 9.  Print ADAPCP Working TDA Report for All TDAs         │
│10.  Print ADCO Personnel Report                          │
│11.  Print Test Designated Position Listing               │
│12.  Print ADCO Manpower Utilization Report               │
│13.  Print ADAPCP Employee Data Report                    │
│14.  Print/View Installation RAPR                         │
└─────────────────────────────────────────────────────────┘
```

Figure 5.3-136. Program Management Report Menu

To view or print a Program Management Report, select the appropriate menu item and press <Enter>. Follow the instructions that appear at the bottom of the screen for the selected report.

5.3.1.156   Ad Hoc Query.

"Ad Hoc Query" is a report generating utility, which allows you to custom design reports using specific information from the DAMIS database. It is designed for those occasions when the standard reports are insufficient or inappropriate, i.e., they contain either too much or too little information, or the information is not sorted to suit your needs. A query does not change the

database; it just extracts data for display or print.

"Ad Hoc Query" is an easy-to-use interface that lets non-programmers access a database without having to call upon a programmer. You can specify the information you want included in a report, and "Ad Hoc Query" will generate it. A more advanced user could custom design the Structured Query Language (SQL) code generated by the program.

From the "Ad Hoc Query Main Menu", you may create, edit, view and print basic and advanced queries. The "new query" is built in this way and remains in memory until you log off the system. Once you are satisfied that the query extracts the correct data, you can save it for re-use at a later date. Saved queries are named and may be changed, deleted or printed through this module. Selection of this menu from the "Peacetime Menu" will present the following screen.

```
┌──────────────────────────────────────┐
│        Ad Hoc Query (v. 4.01)        │
│>1.  Create a Basic Ad Hoc Query      │
│ 2.  Create an Advanced Ad Hoc Query  │
│ 3.  Change a Saved Ad Hoc Query      │
│ 4.  Delete Ad Hoc Queries            │
│ 5.  View/Print Saved Ad Hoc Query Results│
│ 6.  View Saved Ad Hoc Query Statements│
└──────────────────────────────────────┘
```
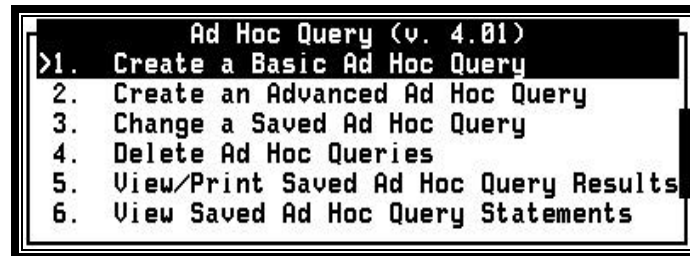
Figure 5.3-137. Ad Hoc Query

For a complete tutorial on how to use the Ad Hoc Query application, please consult Section 7 of this manual.

5.3.2   Transition to War Menu.

This sub-module has not yet been implemented.

5.3.3   Wartime Menu.

This sub-module has not yet been implemented.

5.3.4   Demobilization Menu.

This sub-module has not yet been developed.

5.3.5   Customer Assistance Menu.

Selection of this option from the "Master Menu" will present the following sub-menu:

```
┌──────────────────────────────┐
│  Customer Assistance Menu    │
│        UNCLASSIFIED          │
│>1.  Telephonic               │
│ 2.  Message                  │
│ 3.  Problem Report           │
│ 4.  ISM Data Sheet           │
└──────────────────────────────┘
```
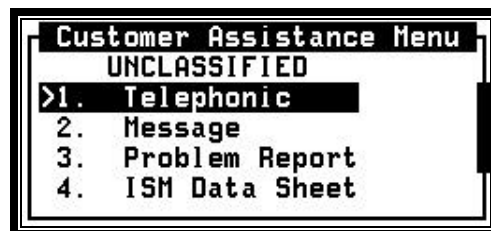
Figure 5.3-138. Customer Assistance Menu

5.3.5.1   Telephonic.

This option allows you to obtain assistance by calling the ISM Customer Assistance Office (CAO). You can contact this office 24 hours per day seven (7) days per week. When you select this option from the "Customer Assistance Menu," the following screen will appear:

```
                          Telephonic
 Telephonic Assistance:  <DSN 879-6798   <COMM. (520)538-6798
                              or 1(800)305-3036
                    FAX:  <DSN 879-6809   <COMM. (520)538-6809

 Be prepared to provide the following information.
            - Name of ISM (e.g. PERSLOC, EDMIS, DAMIS, ...)
            - Software Developer (if known)
            - Person Calling    *Name
                                 *Address (normal mail)
                                 *E-mail Address
                                 *Phone Number <Commercial/DSN>
            - Organization (Office Symbol)
            - AIS Code - SIC Code - DPI Code
            - Content of Inquiry or Comments

 For specific information on any of the above, select ISM Data
 Sheet from the Customer Assistance Menu.

                      RETURN to continue
```

Figure 5.3-139. Telephonic

Please have the requested information available before the user places the phone call. The information required appears on the screen above. For a more specific information, select "ISM Data Sheet" menu option.

5.3.5.2   Message.

This menu item is reserved for future development.

5.3.5.3   Problem Report (PR).

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. To get the information you need to report a problem with DAMIS, select menu item #3 and press <Enter>. The following screen will appear.

```
        Problem Report/ECP-S Menu
 >1.  Add/Change Problem Report/ECP-S
  2.  View Problem Report/ECP-S
  3.  Delete Problem Report/ECP-S
  4.  Submit Problem Report/ECP-S
```

Figure 5.3-140. Problem Report/ECP-S Menu

5.3.5.4   Add/Change Problem Report/ECP-S.

Refer to paragraph 5.3.6.1 for more details.

5.3.5.5   View Problem Report/ECP-S.

Refer to paragraph 5.3.6.8 for more details.

5.3.5.6   Delete Problem Report/ECP-S.

Refer to paragraph 5.3.6.9 for more details.

5.3.5.7   Submit Problem Report/ECP-S .

Refer to paragraph 5.3.6.10 for more details.

5.3.5.8 ISM Data Sheet.

Use this procedure to display a fact sheet of information about DAMIS. The "ISM Data Sheet" screen allows you to obtain information on the DAMIS ISM. To obtain DAMIS ISM data, select this option from the "Customer Assistance Menu", and press <Enter>. The "ISM Data Sheet" will appear in two screens as shown.

```
              DAMIS ISM Data Sheet  (Page 1 of 2)

    1.  AOS Code: P6A
    2.  SIC Code: AVM
    3.  IIM Process Supported: 19.8
           (Provide Administation Services)
    4.  ISM Functional Proponent: DM, DCSA
    5.  ISM SAFP: ODISC4
    6.  ASD: SDC-W
    7.  SDC: SDC-W




                RETURN = NEXT PAGE; F6 = CANCEL
```

Figure 5.3-141. ISM Data Sheet

Press <F3> to view the next page or <Enter> to resume the application.

```
              DAMIS ISM Data Sheet  (Page 2 of 2)

    8.  General:  This ISM is designed to satisfy two primary objectives.

    1. Provide automated support for field level tracking and management
    of the identification and rehabilitation of alcohol and other drug
    abusers; and

    2. Provide installation commanders and DOD (Department of Defense)
    policy makers with statistical information on alcohol and other drug
    abuse in the Army and the effectiveness of the ADAPCPs (Alcohol and
    Drug Abuse Prevention and Control Programs).



                     RETURN to continue
```

5.3.6 Problem Reports/ECP-S Submission Menu.

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. When you select this menu from the "Master Menu", the system displays the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S). In this option you can add a new ECP or PR or change one that is currently on the system. If the ECP-S has already been submitted then you will not be able to change it. Selection of this option from the "Master Menu" will display the following screen.

```
              Problem Report/ECP-S Menu
    >1.  Add/Change Problem Report/ECP-S
     2.  View Problem Report/ECP-S
     3.  Delete Problem Report/ECP-S
     4.  Submit Problem Report/ECP-S
```

Figure 5.3-142. Problem Reports/ECP-S Submission Menu

5.3.6.1 Add/Change Problem Report/ECP-S.

Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

```
╔═══════════════════════════════════════════════════════════════╗
║              ECP-S (DA5005-R)          (Page 1 of 4)           ║
║            *_____*                                      ║
║ Originator Number: LA2-A150-144   Type of Report: ECP-S_____ ║
║                                                                ║
║ To: _____      From: _____ ║
║ ATTN: _____            _____ ║
║                                                                ║
║ Point of Contact: _____   Telephone: _____  ║
║ Title:            _____                             ║
║                                                                ║
║ Priority: _____                                            ║
║ Application/Version:              _____          ║
║ Executive SW Baseline/Version: _____            ║
║ Problem Date: _____                                       ║
║                                                                ║
║ Job/Cycle/Program ID:                                          ║
║                                                                ║
║ Title of Problem/Change:                                       ║
║                                                                ║
║              F3 = SAVE to continue; F6 = CANCEL                ║
╚═══════════════════════════════════════════════════════════════╝
```

Figure 5.3-143. ECP-S - DA Form 5005-R (Page 1 of 4)

Use this form to enter the information to generate a DA Form 5005-R (ECP-S) for this ISM. You can then forward this printed form to the appropriate office for consideration.

You assign an originator number, comprising of AIS and Data Processing Installation (DPI) codes and an ECP or PR sequence number for tracking and identification of reports. Pressing <F2> from the **Originator Number** field will display a list of reports previously generated that you can select to modify.

Field	Description
Originator Number:	Enter 11 position number constructed as follows: Positions 1-3: AIS code. Use this 'three position' code to identify the system. You can find this on the ISM data sheet from the "Customer Assistance" option on the "Master Menu".
	Positions 4-7: DPI code. Use this 'four position' code to identify the installation submitting the DA Form 5005-R. Contact DOIM ISM Administrator for this code.
	Positions 8-11: Sequence Number. Use this four position all numeric code with the other two codes to uniquely identify the problem or ECP being reported on this DA Form 5005-R.
Type of Report:	Enter the type of report or press <F2> for choices. Select either ECP-S or Problem Report. See your FA for instructions on what constitutes a PR or ECP-S.
From:	Enter the unit name; Installation name; and name of person reporting. Enter "D" for Defense Switched Network (DSN). Commercial telephone numbers should include the area code. Example: "Fort Lewis, Ms. Sullivan, XXX- 357-6495."
To:	Enter the name of the organization where you want this ECP-S to be sent.
ATTN:	Enter the name of the person to whose attention you wish the form directed. Example: "Mr. Sam Wilson." The maximum length is 26 characters.
Point of Contact:	Enter the name of the Point of Contact (POC). The maximum length is 20 characters.

Telephone:	Enter the telephone number of the POC.
Title:	Enter the title of the POC. The maximum length is 20 characters.
Priority:	Enter the Priority of the report, or press <F2> for choices The maximum length is 9 characters.
Application/Version:	Enter the name of the application and the version number. Example: "DAMIS/10.00"
Executive SW Baseline/ Version:	Enter the user's Executive Software baseline. Example: P6A-10.00. The maximum length is 20 characters.
Problem Date:	Enter the date the problem was detected in to the field in an accepted date format. You may enter "today" for the current date.
Job/Cycle/Program ID:	Enter the name or number of the problem job, cycle, and program. The number of characters available on both lines is 66.
Title of Problem/Change:	Enter a short description of the problem. Example: "Unit funds are incorrect." The number of characters available on both lines is 66.

Note: If you move the cursor back up to the Originator Number, you will lose all of the changes that you entered on this screen. This happens when the program attempts to find your new ECP-S item. To avoid this, do not press <Enter> on the last field of the form.

Once you enter the required data in this screen, press <F3> to continue to the second page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.


```
            ECP-S (DA5005-R)            (Page 2 of 4)
Originator Number: LA2-A150-144
Description of Problem/Change:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
  F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE
```

ECP-S - DA Form 5005-R (Page 2 of 4)

This is page two of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

Field	Description
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Description of Problem/Change:	Enter a brief narrative describing the problem in sufficient detail to permit ready identification and evaluation. Include a list of supporting documentation available for research by SD. Example: "Balance for Unit Fund was correct. However, most financial statements for unit fund after year end are incorrect." The number of characters available is 960.

Once you enter the required data on the previous screen, press <F3> to continue to the third page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.

```
┌────────────────────────────────────────────────┐
│           ECP-S (DA5005-R)        (Page 3 of 4) │
│ Originator Number: LA2-A150-144                 │
│ Effect on User:                                 │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│                                                 │
│ ─────────────────────────────────────────────  │
│ Recommended Solution/Justification:             │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│    F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE │
└────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 3 of 4)

This is page three of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

Field	Description
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Effect on User:	Enter a description of how the problem impacts on the user. Example: "Incorrect reports causing excessive expenditures of resources and lost time." The number of characters available is 420.
Recommended Solution/ Justification:	Enter a brief description of the recommended solution for problem and its justification. The number of characters available is 480.

After you complete entering information on the prior screen, press <F3> to continue to the fourth screen of the report or press <F6> to cancel. To return to previous page, press <F8/F4>. Pressing <F3> will display the following screen.

```
┌────────────────────────────────────────────────┐
│           ECP-S (DA5005-R)        (Page 4 of 4) │
│ Originator Number: LA2-A150-144                 │
│ Remarks:                                        │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│ ─────────────────────────────────────────────  │
│    F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE │
│          F8/F1 = PRINT; F8/F3 = XMIT to transmit │
└────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 4 of 4)

Field	Description
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Remarks:	Enter relevant remarks concerning the problem and its solution. The number of characters available is 900.

Processing options from screen 4 are as follows:

SAVE: When you complete the problem report, press <F3> to save it.

CANCEL: If you decide to cancel the problem report, press <F6>.

PREV PAGE: To return to the previous page, press <F8/F4>.

TRANSMIT: If you are ready to transmit the report, press <F8/F3>. This will
                                    present the following warning screen before transmitting.

```
┌─────────────────────────────────────────────────────────┐
│                         WARNING                          │
│         Once you Submit a 5005-R, you will not be able to │
│      go back and change it.  You could go ahead and save it now, │
│        then re-submit it later through 'Submit ECP-S menu option. │
│                                                           │
│              Press RETURN to Submit; F6 to Cancel         │
└─────────────────────────────────────────────────────────┘
```
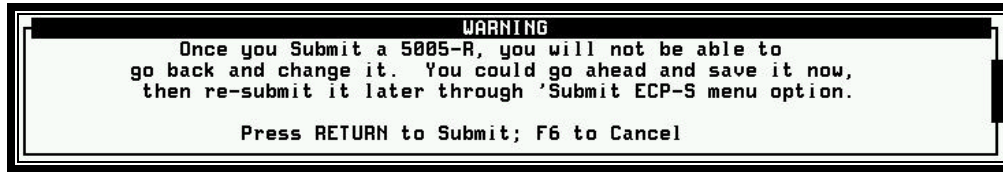
Press <Enter> to submit or <F6> to cancel the transmission request.

PRINT: To produce a printed copy of the report, press <F8/F1>.

5.3.6.2   Control Inputs.

To fill out an ECP-S, you require the originator number (a unique ECP-S identifier used to track and recall an ECP-S) and problem report date. The originator number, which is supplied to the user when filling out the ECP-S form, is composed of-

- an AIS code

- an unique site identifier

- a site sequence number

Environment variables, which are set and exported in the "strtusrISM" command file in the DAMIS runtime directory, control the following parameters:

- Site sequence number that is generated and incremented automatically.

- AISCODE, the identifying code assigned to DAMIS AIS

- DPI Code, a unique four-digit site identifier that is preset in DAMIS at installation time

- ECPDIR, indicates the path where the ECP-S input and output files are stored

- ECPDB is the ISM identifier (DAMIS).

The environment variables allow this procedure to be used with various ISM at different sites without changing the procedure itself.

5.3.6.3   Management Information.

Use the ECP-S Originator Number for tracking and later recall of the ECP-S from the STARS. The system keeps the sequence number portion of this number [as an American Standard Code for Information Interchange (ASCII) string] in a file in the ECPDIR directory that has the suffix ".count". The filename is the concatenation of the ISM AIS Code and the local DPI code. The DAMIS screen banner includes the software version number, requested on the DA Form 5005-R.

5.3.6.4   Input/Output Files.

Data entered into each of the four screens for the electronic DA Form 5005-R are stored in ASCII text files named after the Originator Number with a screen sequence number (1, 2, 3 or 4) appended. A directory named by the ECPDIR variable keeps these files.

5.3.6.5   Output Reports.

If a LaserPro Express printer is available and has been configured for use as a laser printer with DAMIS (refer to Procedure 7,4,1) the print option will print a facsimile of the DA Form 5005-R,

with the information entered. Otherwise, it will print an approximation to the DA Form 5005-R using ASCII characters. If you choose the electronic mail transmission option, the ASCII version is included as the text of a message with "DA Form 5005-R (ECP-S)" and the current date as the subject. The message can be directed to any addressee accessible from the DAMIS host. The size of the output is about two pages.

5.3.6.6   Reproduced Output Reports.

You should keep copies or originals of ECP-S(s) in an ECP-S notebook until processed. Local procedure may dictate how many copies should be made for distribution and tracking.

5.3.6.7   Restart/Recovery Procedures.

There are no special restart or recovery procedures in case of a system failure. The system stores ECP-S data in permanent files as it processes and saves each screen.

5.3.6.8   View Problem Report/ECP-S

This option allows you to view an ECP or PR currently existing on the system. Selecting this option from the "Problem Report/ECP-S Menu" shows the following screen.

```
┌──────────────────────────────────────────────────────────┐
│         View ECP-S (DA5005-R)      (Page 1 of 4)          │
│                    *VIEWING RECORD*                        │
│ Originator Number: P01-A15N-___   Type of Report: _____ │
│                                                            │
│ To: _____    From: _____ │
│ ATTN: _____          _____ │
│                                                            │
│ Point of Contact: _____  Telephone: _____ │
│ Title:            _____                          │
│                                                            │
│ Priority: _____                                         │
│ Application/Version:         _____           │
│ Executive SW Baseline/Version: _____           │
│ Problem Date: _____                                    │
│                                                            │
│ Job/Cycle/Program ID:                                      │
│ _____   │
│ Title of Problem/Change:                                   │
│ _____   │
│           F3 = SAVE to continue; F6 = CANCEL               │
└──────────────────────────────────────────────────────────┘
```

View – ECP-S-DA Form 5005-R (Page 1 of 4)

Enter three characters to complete the Originator Number field for the ECP or PR you wish to view. You can press <F2> to view a list of the currently existing ECPs and PRs.

Press <F3> to view the next page or <F6> to cancel.

```
┌────────────────────────────────────────────┐
│        View ECP-S (DA5005-R)     (Page 2 of 4)│
│Originator Number: LA2-M350-019                │
│Description of Problem/Change:                 │
│training Donna                                 │
│_____  │
│_____  │
│_____  │
│_____  │
│_____  │
│_____  │
│_____  │
│_____  │
│_____  │
│_____  │
│_____  │
│_____  │
│_____  │
│_____  │
│_____  │
│_____  │
│                                               │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE│
└────────────────────────────────────────────┘
```

ECP-S-DA Form 5005-R (Page 2 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
┌────────────────────────────────────────────┐
│        View ECP-S (DA5005-R)     (Page 3 of 4)│
│Originator Number: LA2-M350-019                │
│Effect on User:                                │
│Donna need to know                             │
│_____  │
│_____  │
│_____  │
│_____  │
│_____  │
│_____  │
│Recommended Solution/Justification:            │
│help Donna                                     │
│_____  │
│_____  │
│_____  │
│_____  │
│_____  │
│_____  │
│                                               │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE│
└────────────────────────────────────────────┘
```

ECP-S- DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
┌─────────────────────────────────────────────────────┐
│            View ECP-S (DA5005-R)        (Page 4 of 4) │
│ Originator Number: LA2-M350-020                       │
│ Remarks:                                              │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│    F3 = SAVE to end view; F6 = CANCEL; F8/F4 = PREV PAGE │
│                    F8/F1 = PRINT;                     │
└─────────────────────────────────────────────────────┘
```

ECP-S- DA Form 5005-R (Page 4 of 4)

The bottom of the screen shows several options from which to select. Pressing <F3> returns you to the "Problem Report/ECP-S Menu".

5.3.6.9   Delete Problem Report/ECP-S.

This option will allow you to delete an ECP or PR that is currently on the system. Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

```
┌─────────────────────────────────────────────────────┐
│        ECP-S (DA5005-R)              (Page 1 of 4)    │
│                *_____*                        │
│ Originator Number: LA2-A150-144   Type of Report: ECP-S │
│                                                       │
│ To: _____    From: _____   │
│ ATTN: _____          _____   │
│                                                       │
│ Point of Contact:  _____  Telephone: _____  │
│ Title:             _____                     │
│                                                       │
│ Priority: _____                                    │
│ Application/Version:         _____           │
│ Executive SW Baseline/Version: _____         │
│ Problem Date: _____                              │
│                                                       │
│ Job/Cycle/Program ID:                                 │
│ _____  │
│ Title of Problem/Change:                              │
│ _____  │
│          F3 = SAVE to continue; F6 = CANCEL           │
└─────────────────────────────────────────────────────┘
```

Figure 5.3-144. Delete - ECP-S - DA Form 5005-R (Page 1 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
┌─────────────────────────────────────────────────────┐
│        ECP-S (DA5005-R)              (Page 2 of 4)    │
│ Originator Number: LA2-A150-144                       │
│ Description of Problem/Change:                        │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE │
└─────────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 2 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
┌──────────────────────────────────────────────────┐
│           ECP-S (DA5005-R)        (Page 3 of 4)    │
│ Originator Number: LA2-A150-144                    │
│ Effect on User:                                    │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│                                                    │
│ Recommended Solution/Justification:                │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE │
└──────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
┌──────────────────────────────────────────────────┐
│         Delete ECP-S (DA5005-R)   (Page 4 of 4)    │
│ Originator Number: LA2-M350-020                    │
│ Remarks:                                           │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│ _____   │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE │
│                  F8/F1 = PRINT;                    │
└──────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 4 of 4)

Pressing <F3> will take you to the delete confirmation screen as shown.

```
┌──────────────────────────────────────────────────┐
│            DELETE ECP-S/PROBLEM REPORT             │
│ Item(s) selected will be permanently removed from the database │
│                                                    │
│      Do you wish to delete the item(s) selected?  _ │
│                                                    │
│        F3 = SAVE to commit work; F6 = CANCEL       │
└──────────────────────────────────────────────────┘
```

Enter <Y> for Yes or <N> for No and press <F3> to commit work. Pressing <F6> will cancel the delete request.

5.3.6.10 Submit Problem Report/ECP-S.

This option will allow you to submit an ECP-S that has already been created through the Add/Change ECP/PR procedure. Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

```
                     Submit ECP-S Menu
         Origin           Version      Priority   Modified Submit
```

Figure 5.3-145. Submit ECP/PR

This menu contains all of the ECP-S currently on the system. If the DA Form 5005-R has already been submitted then an 'Y' will appear in the far right column. You cannot re-submit a DA Form 5005-R. To submit a DA Form 5005-R that has not yet been submitted, highlight the ECP-S and mark it by pressing <F2>. Press <Enter> to submit or <F6> to cancel the request. Once you submit a DA Form 5005-R, it will remain on the system for one week before you can delete it off the system. If you have marked an ECP-S that has already been submitted and pressed <Enter>, then the system will display the following error message.

```
                            ERROR
     The ECP LA2-S113-136 has already been submitted on 1997/12/23.

                       RETURN to continue
```

5.3.7   DAMIS Administration Menu.

Functions on this menu are for use only by authorized functional administrators and are described in detail in the DAMIS SCOM, AISM 25-P6A-AVM-AIX-SCOM.

5.3.8   Installation-Specific Applications Menu.

Functions on this menu are for use only by authorized functional administrators and are described in the DAMIS Software Center Operator Manual (SCOM), AISM 25-P6A-AVM-SOL-SCOM.

This option, if allowed, gives access to the "Installation Specific Menu" defined by the DAMIS Administrator in the DAMIS Administration functional area. DAMIS Administrator controls access to this menu. Selecting option #8 from the "Master Menu" will result in the following screen.

```
  Installation-Specific Applications Menu
 >1. shell
```

Figure 5.3-146. Installation-Specific Applications Menu

5.3.9   View Documentation/Regulations Menu.

This menu item is reserved for future development. Selection of this option from the "Master Menu" will display the following screen.

```
      View Documentation/Regulations Menu
 >1.  View Governing Regulation (Primary)
  2.  View End User Manual (EM)
  3.  View Implementation Procedure (IP)
  4.  View Maintenance Manual (MM)
  5.  View ISMSIS
  6.  View Configuration Control Manual (CCM)
  7.  View Functional Description (FD)
```

Figure 5.3-147. View Documentation/Regulations Menu

5.4 RELATED PROCESSING.

This section identifies and discusses DAMIS related processes (i.e. batch, off-line, or background processing) that must be supported by the end user. No such processes have been identified.

5.5 DATA BACKUP.

DAMIS backup is performed daily by an automated process. Contact the FA for additional information about backup. Please refer to paragraph 2.3 for discussion of data backup.

5.6 RECOVERY FROM ERRORS AND MALFUNCTIONS.

Please refer to paragraph 2.3 for discussion of recovery from errors and malfunctions.

5.7 MESSAGES.

There are warning and error messages in the system. Warning messages indicate that a problem exists with the information entered. Error messages indicate that a problem has occurred while processing a transaction. The user should report major errors to the FA.

Minor processing errors, such as entering an incorrect date or SSN, result in a message being displayed. Re-enter the information correctly according to the instructions provided with the error message.

6 TERMS AND ABBREVIATIONS

ACSIM ....Assistant Chief of Staff for Installation Management
ADAPCP ....Alcohol and Drug Abuse Prevention and Control Program
ADD ....Army Data Dictionary
AHS ....Academy of Health Sciences
AIS ....Automated Information System
AISM......................................Automated Information System Manual
ANSI ....American National Standards Institute
ANSOC ....Army Network and Systems Operator Center
AR ....Army Regulations
ARA ....Assigned Responsible Agency
ASCII ....American Standard Code for Information Interchange
BBS ....Bulletin Board System
CAO ....Customer Assistance Office
CCM.......................................Configuration Control Manual
CD ....Clinical Director
CIVPER...................................Civilian Personnel
COOP......................................Continuity of Operations
CPO...Civilian Personnel Office
CPU...Central Processing Unit
DA...Department of the Army
DAMIS ....Drug and Alcohol Management Information System
DBA ....Database Administrator
DBDD ....Database Design Description
DCTN ....Defense Commercial Telecommunications Network
DDN ....Defense Data Network
DEMOB ....Demobilization
DISN ....Defense System Information Network
DM ....Director of Management
DOD...Department of Defense
DOIM ....Director of Information Management
DPI ....Data Processing Installation
DSN..Defense Switched Network
ECP-S.......................................Engineering Change Proposal - Software
EDCO.......................................Educational Coordinator
ESQL..Embedded Structured Query Language
ETIP ....Extended Terminal Interface Prototype
FA...Functional Administrator
FACE..Framed Access Command Environment
FD...Functional Description
FOUO.......................................For Official Use Only
FP..Functional Proponent
FTDTL ....Forensic Toxicology Drug Testing Laboratory
FTS ....Federal Telecommunications System
HQDA ....Headquarters Department of the Army
HW ....Hardware
IAW..In accordance with
IITS ....Installation Information Transport System
ILIDB ....Installation Level Integrated Database

IP	Information Proponent
ISEC	Information Systems Engineering Command
ISM	Installation Support Module
ISS	Information Systems Security
ITP	Installation Transition Processing
LAN	Local Area Network
MACOM	Major Command
MAIS	Major Automated Information System
MILPER	Military Personnel
MRO	Medical Review Officer
NCOIC	Non-Commissioned Officer In Charge of a Unit
NCSA	National Center for Supercomputing Applications
NIC	Network Interface Card
ODISC4	Office of the Director of Information Systems for Command, Control, Communication, and Computers
OCSA	Office of the Chief of Staff of the Army
OS	Operating System
OSE	Open Systems Environment
PA	Proponent Agent
PC	Personal Computer
PCS	Permanent Change of Station
PF Keys	Programmable Function Keys
PIR	Patient Intake/Screening Record
PM	Project Manager
PMO ISM	Program Management Office, Installation Support Modules
POC	Point of Contact
PPR	Patient Progress Report
PR	Problem Report
RAM	Random Access Memory
RAPR	Resource and Performance Report
RDBMS	Relational Database Management System
RTF	Residential Treatment Facility
SA	System Administrator
SAC	Service Area Code
SADB	Subject Area Database
SAFP	Subject Area Functional Proponent
SCOM	Software Center Operator Manual
SDC-W	Software Development Center - Washington DC
SIC	Systems Identification Code
SIDPERS	Standard Installation/Division Personnel System
SIP	Software Installation Plan
SOP	Standard Operating Procedures
SQL	Structured Query Language
SSN	Social Security Number
STAMIS	Standard Army Management Information System
STARS	Status Tracking and Reporting System
STRAP	Structured Requirements Analysis Planning
SUM	Software User Manual
SW	Software

TDA	Table of Distribution and Allowances
TDP	Test Designated Position
UADC	Unit Alcohol and Drug Coordinator
UIC	Unit Identification Code
UNIX	A multi-user operating system written by AT&T
UPC	Unit Processing Code
US-2	Unclassified Sensitive - Two
USADAOA	U.S. Army Drug and Alcohol Operations Agency
USAISSC	US Army Information Systems Software Center
VDT	Video Display Terminal

7   AD HOC QUERY UTILITY USER GUIDE

7.1   GENERAL INFORMATION AND START-UP

7.1.1   Introduction.

The Installation Support Modules use the ANSI-compliant version of Structured Query Language (SQL) provided with the Oracle database management system to perform queries and produce reports.

The standard queries and reports provided with DAMIS are usually sufficient for most needs. However, they may not be sufficient for your particular needs. If that is the case, you can use the "Ad Hoc Query Utility" to create your own queries and reports.

This guide provides instructions on how to use the "Ad Hoc Query Utility". It starts with an overview and interface description. Then a detailed explanation of features, step-by-step procedures and examples follows.

7.1.2   Overview.

The "Ad Hoc Query Utility" lets you perform two types of queries: Basic and advanced. You do not need to know how to use SQL to make a Basic query. You specify the data you want and how you want it to be organized, and the "Ad Hoc Query Utility" generates the SQL statements for you. Or, if you prefer, you can make an advanced query using your own SQL statements.

This guide provides instructions for the "Ad Hoc Query Utility" only. It does not explain how to write SQL statements. If you want to write your own SQL statements for use in Advanced queries, look at the generated statements from examples and refer to "The Oracle Guide to SQL: Tutorial." Throughout this guide, the "Ad Hoc Query Utility" is referred to as "Ad Hoc Query."

7.1.3   Ad Hoc Query Interface.

The user interface for "Ad Hoc Query" is the same as that for ISM. Refer to Section 8, "User Interface Standards," for a detailed description of the user interface including how to make selections from menus, enter and edit data in forms, and move between fields in a form. "Ad Hoc Query" uses some special function keys, which this guide describes.

7.1.3.1   Menus.

A menu is a screen box containing two or more numbered options. To select one of the options in a menu, use the arrow keys to highlight the option desired and press <Enter>. Or, press the number of the option and then press <Enter>.

7.1.3.2   Function Keys.

In "Ad Hoc Query", you press function keys to perform certain operations. Eight labels are displayed, left to right, on the bottom of the screen. The text in these screen labels indicates what function the corresponding function keys <F1> through <F8> performs at any time. The function and screen label that corresponds to each function key may change during processing.

The screen labels will change accordingly, but you will always find a particular function on the same function key. Table 7-1 lists the most commonly used function keys and their screen labels.

Table 7-1. Function Keys	
FUNCTION KEY	**SCREEN LABEL**
<F1>	HELP

| Table 7-1. Function Keys ||
FUNCTION KEY	SCREEN LABEL
<F2>	CHOICES (MARK)
<F3>	SAVE
<F6>	CANCEL
<F8>	CHG-KEYS

<F1>   Pressing <F1>, when the screen label is 'HELP,' displays a help screen with information about the form or menu you are currently using.

<F2>   Pressing <F2>, when the screen label is 'CHOICES,' displays a list of valid choices for the highlighted field. You can select one of the choices from the list by highlighting it and pressing <Enter>. To highlight the choice you want, use the arrow keys or type the first few letters of the desired choice until it is highlighted.

Pressing <F2> when the screen label is MARK lets you mark several choices you want to select. To do this, first highlight the choice you want, then press <F2> to mark it with a >. To highlight a choice, use the cursor control keys, or type the first few letters of the desired choice until it is highlighted. To unmark a choice, highlight it again then press <F2> again. When you have marked all your choices, press <Enter> to select them.

<F3>   Pressing <F3>, when the screen label is SAVE, saves all of the selections you have made on the current screen and displays the next screen. If you press <F3> without having filled-in all the necessary fields, you will not be allowed to continue and a message at the bottom of the screen will indicate the problem.

<F6>   Pressing <F6>, when the screen label is 'CANCEL' exits the current screen and returns you to the previous screen. This operation does not save any input. In most cases, pressing <F6> will return you to the screen or menu immediately preceding the one currently shown. If the current screen happens to be the "Master Menu", then, pressing <F6> will exit you from the application to the UNIX prompt.

<F8>   Pressing <F8>, when the screen label is 'CHG-KEYS,' toggles the assignments of the other seven function keys. When you press <F8> new screen labels will appear for these function keys on the rectangles at the bottom of the screen indicating their new functions. To return the function keys to their original assignments, just press <F8> again. Print and View functions are often implemented by pressing <F8> followed by another function key. When you have to access one of these functions, an instructional line at the bottom of the screen will tell you what keys to press.
For example:
F8/F1 = PRINT
This means press <F8>, then press <F1>.

7.1.3.3   Field Prompts.

When the cursor is on an input field, a message will appear on the 'bottom left' of the screen telling you what action to take or what type of information is required.

7.1.3.4   User Input General Guidelines.

When typing text into a form, just type your input and press <Enter>. All entered text is converted

to upper case (except in a few special instances.)

If a CHOICES list is available, the word CHOICES will appear in the screen label for <F2>. Select the choice you want and press <Enter>.

Some fields <u>require</u> input, while input to others is <u>optional</u>. If you do not fill-in a required field, or if you have incorrectly filled-in a required field, an error message will appear.

To move the cursor to the next field, press <Enter> or <Tab>. To move the cursor to the previous field, use the arrow keys or <Shift><Tab>.

When you have finished filling-in a form, press <F3> to continue.

7.1.4   Ad Hoc Query Main Menu.

"Ad Hoc Query" may be reached from any ISM "Master Menu" by selecting the "Peacetime Menu" option. From there, you will find the "Ad Hoc Query" main menu option. Figure 7.1-1 shows the "Ad Hoc Query" main menu. The following sections explain the various options in this menu.

```
       Ad Hoc Query (v. 4.01)
>1.  Create a Basic Ad Hoc Query
 2.  Create an Advanced Ad Hoc Query
 3.  Change a Saved Ad Hoc Query
 4.  Delete Ad Hoc Queries
 5.  View/Print Saved Ad Hoc Query Results
 6.  View Saved Ad Hoc Query Statements
```
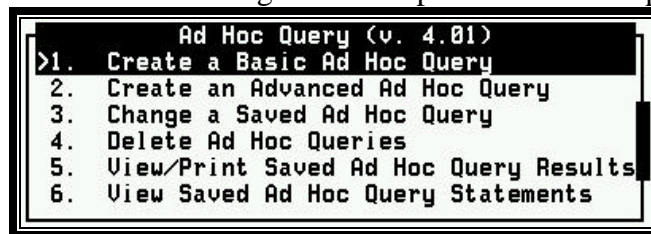
Figure 7.1-1. Ad Hoc Query Menu

7.1.5   Database Concepts.

A brief description of how a database table is constructed is presented here with an example to illustrate how to make selections from the database tables. Refer to the DAMIS Database Specifications for complete descriptions of the damis database tables. You can then use "Ad Hoc Query" to design your specific report, armed with the knowledge of how the information is organized.

Records and fields compose a relational database table. These elements are similar to rows and columns in a table of information. Refer to Table 7.2 for a graphical representation of a simple database table.

Table 7-2. Simple Database Table					
database [Table]	**Field 1** [Column 1]	**Field 2** [Column 2]	**Field 3** [Column 3]	**Field 4** [Column 4]	**...** ...
Record 1 [Row 1]	Atwater	14456 Vine	Los Angeles	CA	...
Record 2 [Row 2]	Benson	2345 Oak	Richmond	VA	...
Record 3 [Row 3]	Benton	29 T St. NW	Washington	DC	...

In the preceding example of a database table, Field 1's title may be Name and contain the names of people in the database. Field 2's title may be Street, and contain their street addresses. Record 1 could be titled #001, and contain all information relating to a particular person including, as in this example, Name, Street, City, and State.

In "Ad Hoc Query", you select the fields you want to print and any conditions you wish to apply to them (for example names beginning with the letter "A" or the state equal to "CA"). You can select and optionally sort those fields for all records that match the specified conditions and then display or print the results.

A query comprises a specification of what fields are to be selected, in what order and how they are to be sorted along with the conditions that apply to selecting records. With "Ad Hoc Query", queries you create can be named and saved so you can execute them and display or print the results later. You can modify a saved ad hoc query at any time.

7.2   CREATE A BASIC AD HOC QUERY

To create a "Basic Ad Hoc Query", use the procedures described in this section. Select option #1, "Create a Basic Ad Hoc Query" from the "Ad Hoc Query" main menu. The "Basic Ad Hoc Query" screen will appear.


```
                       Basic Ad Hoc Query
Query Name: *** NEW QUERY ***

Type of Query: SELECT ALL

Fields: _____

Sort Fields
 Order By: _____  Ascend/Descend: ____
 Order By: _____  Ascend/Descend: ____
 Order By: _____  Ascend/Descend: ____
 Order By: _____  Ascend/Descend: ____
 Order By: _____  Ascend/Descend: ____
 Order By: _____  Ascend/Descend: ____
 Order By: _____  Ascend/Descend: ____
 Order By: _____  Ascend/Descend: ____
              F3 = SAVE to continue; F6 = CANCEL;
                F8/F5=SET ORDR; F8/F6=SET TBLS;
```

Figure 7.2-1. Basic Ad Hoc Query screen

Later paragraphs describe the function key actions listed at the bottom of the screen.

7.2.1   Fields on the Basic Ad Hoc Query Screen.

This section discusses the screen fields in the order that they appear on the screen.

Field	Description
Query Name:	The "Query Name" is the name that you will use for later reference to the query. Notice that all new queries start with the name * NEW QUERY *. When you save the query, you may give it a more specific name. (Refer to paragraph 7.2.5).
Type of Query:	The "Type of Query" specifies the kind of information you wish to select from the database. Note that SELECT ALL is the default value. Press <F2> to get a list of choices. The choices shown in Table 7-3 are available.

Table 7-3. Types of Queries	
VALUE	**OPERATION**
SELECT ALL	Select all records and fields specified. (This is the default).
SELECT UNIQUE	Select unique records only. If multiple record types with duplicate

Table 7-3. Types of Queries	
VALUE	**OPERATION**
	information exist, this selects only one of each unique type. This is useful if you want to list the different kinds of values without printing every value.
SELECT COUNT	Show a count only of records found. (Includes duplicates).
SELECT UNIQUE COUNT	Show a count only of unique columns found. (Does not include duplicates).

Fields: "Fields" specifies what fields (columns) are to be selected from the overall set of database fields by the query. Press <F2> to get a complete list of available fields and a brief description of each. Then indicate the fields you want to select by moving the highlight bar to the desired choice and pressing <F2> to mark each desired field for the query. Once you have marked the field choices for your query, press <Enter> to return to the "Basic Ad Hoc Query" screen. If you choose more than one field, an asterisk will appear in the "Fields" field.

    Refer to paragraph 7.3.1.1 for details about more ways to mark fields. Paragraph 7.3.1.2 describes how to set the order that your selected fields appear in the query. Paragraph 7.3.1.3 explains how and when to specify the table to search for a particular selected field.

Order By: The "Order By" fields ("Sort Fields") allows you to specify how to organize (sort) the results of your query. Entering data into these fields is optional. To organize your report, position the cursor at the first "Order By" field and press <F2> to get a list of the fields you previously selected for your query. Highlight the field you want to sort by first and press <Enter>. To do multi-level sorting, enter more sort fields on subsequent "Order By" lines.

Ascend/Descend: Each "Ascend/Descend" field corresponds to an "Order By" field and specifies the direction of the sort for the "Order By" field. The default is to sort from lowest to highest (ascending). Entering data into these fields is optional.

When you have completed making the "Basic Ad Hoc Query" screen entries, press <F3>. This will display the Basic Ad Hoc Conditions screen.

7.2.2   Fields on the Basic Ad Hoc Conditions Screen.

This screen lets you specify selection conditions for the fields you selected for your query. Entering data into the fields in this screen is optional. Later paragraphs describe the function key actions listed at the bottom of the screen.

```
┌──────────────────────────────────────────────────────────────┐
│                 Basic Ad Hoc Query Conditions                  █
│ Query Name: *** NEW QUERY *** _____                 │
│                                                                │
│ WHERE                                                          │
│                                                                │
│      Field: _____  Condition: _____│
│      Value: _____                   │
│                       And/Or ___                               │
│                                                                █
│      Field: _____  Condition: _____│
│      Value: _____                  █│
│                       And/Or ___                               █
│                                                                │
│      Field: _____  Condition: _____│
│      Value: _____                   │
│                       And/Or ___                               │
│                                                                │
│         F3=SAVE Query; F6=CANCEL; F8/F1=PRINT Query Results     │
│      F8/F2=VIEW Query Results; F8/F3=VIEWSTMT View Query Statement │
│             F8/F4=PREV FRM; F8/F5=PG UP; F8/F6=PG DOWN;         │
└──────────────────────────────────────────────────────────────┘
```

Field	Description
Field:	Use the "Field" field to specify which field in your query to apply a selection condition to. Pressing <F2> gives you a list of your previously selected fields to choose.
	For example, if you have selected individual name as one of the fields in your query, you may want to print only individual names beginning with the letter "S". To do this, enter the individual name field in this data entry field, then specify the condition in the "Condition" field.
Condition:	"Condition" is the type of condition (such as equal to, like greater than, less than) to apply to a selected field element. Press <F2> to get a list of choices. The operators LIKE and NOT LIKE should be used when the field contains alphanumeric data (such as a name). The operators = and <> (equal and not equal) should be used when the field contains numeric data only. If you don't know the type of a field, assume it is numeric.
	NOTE: As on all CHOICES lists, the currently highlighted option appears with a > on the left side. This might be confusing for this particular list since the = will appear as >= when it is highlighted.
Value:	(Optional field). "Value" is the value to compare the field to. This can be a full value such as a name or number, or a partial value, such as a letter. It may also be the name of another field. When comparing character values, lower case is considered greater than upper case (for this reason, the input in this field is not converted to upper case).
	IMPORTANT: "Ad Hoc Query" automatically puts quotes around the value you enter in this field, so you should never put quotes around your "Value".
And/Or:	(Optional field). Use this field only if you are specifying more than one condition. If you want **each** condition to be met, type "A" for "AND" and press <Enter>. If you want **any** condition to be met, type "O" (for "OR") and press <Enter>.
	IMPORTANT: Currently, you cannot group logical conditions using "Basic Ad Hoc Query". This means you cannot combine "AND" and "OR" conditions or specify which conditions are applied first. To

do that, you must use "Advanced Ad Hoc Query" instead.

7.2.3 Using the Basic Ad Hoc Query Screen.

Figure 7.2-2 shows the "Basic Ad Hoc Query" Screen. Paragraph 7.3.1.2 describes the SET ORDR function. Paragraph 7.3.1.3 describes the SET TBLS function.


```
                        Basic Ad Hoc Query
  Query Name: adhoc_____

  Type of Query: SELECT ALL_____

  Fields: AAR_FLAG_____ | ADMINSTRATIVE ADJUSTMENT REPORT FLAG (F=

  Sort Fields
   Order By: AAR_FLAG_____ | ADMINSTRATIVE ADJ  Ascend/Descend: ____
   Order By: _____      Ascend/Descend: ____
   Order By: _____      Ascend/Descend: ____
   Order By: _____      Ascend/Descend: ____
   Order By: _____      Ascend/Descend: ____
   Order By: _____      Ascend/Descend: ____
   Order By: _____      Ascend/Descend: ____
   Order By: _____      Ascend/Descend: ____

                 F3 = SAVE to continue; F6 = CANCEL;
                  F8/F5=SET ORDR; F8/F6=SET TBLS;
```

Figure 7.2-2. Basic Ad Hoc Query Screen

STEP 1.   **Select option #1**, "Create a Basic Ad Hoc Query", from the "Ad Hoc Query" main menu. The "Basic Ad Hoc Query" screen will appear. Notice that all new queries start with the name "NEW QUERY". When you save the query, you give it a unique name.

                To change the value of the "Type of Query" field, go to STEP 2. If the default value is what you want, go to STEP 3.

STEP 2.   **Check type of query** (required field). Default is "SELECT ALL". If you want to keep this value, go to STEP 3. If you want to change it, move the cursor from the "Fields" input field and press <F2> to list available choices. Select the desired value and press <Enter> to fill-in the field. Press <Enter> again to move to "Fields".

STEP 3.   **Enter "FIELDS" input** (required field). Press <F2> to list fields.

STEP 4.   **Mark the fields** you want to select. To do this, first highlight the field you want, then press <F2> to mark it with a >. To highlight a field, use the cursor control keys, or type the first few letters of the desired field until it is highlighted. To unmark a field, highlight it again and then press <F2> again. Refer to Paragraph 7.3.1.1 for advanced field marking options.

STEP 5.   **When done marking fields**, press <Enter> to return to the "Basic Ad Hoc Query" screen. If you marked more than one field, an asterisk will appear in the "Fields" input field. Press <Enter> again to go to the first "Order By" field in the "Sort Fields" area.

STEP 6.   **Enter "ORDER BY" input** (optional field). To list valid choices, press <F2> to list the fields you marked in STEP 4. Highlight the field you want to sort by and press <Enter> to place it into the "Order By" field. Press <Enter> again to move the cursor to the corresponding "Ascending/Descending" field.

STEP 7.   **Enter "ASCENDING/DESCENDING" input** (optional field). Type "A" for ascending alpha-numerical order, or "D" for descending alpha-numerical order, then press <Enter>. Ascending is the default value.

STEP 8.   **Enter additional "ORDER B Y" input** by repeating STEPS 6 & 7 for each one.

STEP 9.   **When done**, press <F3> to go on to the next screen (Basic Ad Hoc Conditions).
                     Input to this screen is optional.

                     To skip Ad Hoc conditions, press <F3> without entering any conditions. This will
                     display the "Save Ad Hoc Query" Screen described in paragraph 7.2.4.

7.2.4   Using the Basic Ad Hoc Query Conditions Screen.

This screen lets you specify conditions for fields you chose for your query. It also provides
access to other "Ad Hoc Query" functions as described in Section 3.

```
┌─────────────────────────────────────────────────────────────────┐
│                    Basic Ad Hoc Query Conditions                  │
│ Query Name: *** NEW QUERY ***_____              │
│                                                                   │
│ WHERE                                                             │
│                                                                   │
│     Field: _____  Condition: _____ │
│     Value: _____                     │
│                      And/Or ___                                  │
│                                                                   │
│     Field: _____  Condition: _____ │
│     Value: _____                     │
│                      And/Or ___                                  │
│                                                                   │
│     Field: _____  Condition: _____ │
│     Value: _____                     │
│                      And/Or ___                                  │
│                                                                   │
│         F3=SAVE Query; F6=CANCEL; F8/F1=PRINT Query Results       │
│      F8/F2=VIEW Query Results; F8/F3=VIEWSTMT View Query Statement │
│            F8/F4=PREV FRM; F8/F5=PG UP; F8/F6=PG DOWN;            │
└─────────────────────────────────────────────────────────────────┘
```

STEP 1.   **Specify the field** to apply conditions to. Press <F2> for a list of previously selected
                     fields; highlight field and press <Enter>.

STEP 2.   **Specify the condition** to apply to the field. Press <F2> for a list of valid conditions.
                     Highlight the desired condition and press <Enter> to accept it. Highlighted options
                     have > next to them; don't confuse it with a condition character.

STEP 3.   **Specify the value** you want to compare the field to. Do not use quotes. Press
                     <Enter> to accept it. This can be a full value, such as a name or number, or partial
                     value, such as a letter. It may also be the name of another field. When comparing
                     character values, lower case values are considered greater than upper case values.

STEP 4.   **Specify the AND/OR condition** (optional field). Use this field only if you are
                     specifying another condition. If you want each condition to be met, type "A" for
                     "AND" and press <Enter>. If you want any condition to be met, type "O" for "OR"
                     and press <Enter>.

STEP 5.   **Press** <F3> to display the "Save Ad Hoc Query" Screen.

7.2.5   Using the Save Ad Hoc Query Screen.

This screen lets you save a query for later use, rename a query previously saved and optionally,
make the query public.

```
┌─────────────────────────────────────────────────┐
│               Save Ad Hoc Query                  │
│                                                  │
│ Query Name: _____ │
│                                                  │
│ Rename This Query?NO                             │
│ New Name:    _____ │
│                                                  │
│ Comments:                                        │
│           _____  │
│           _____  │
│                                                  │
│ Query saved: 1998/01/02        Make this Query Public? _ │
│             F3 = SAVE to continue; F6 = CANCEL   │
└─────────────────────────────────────────────────┘
```

7.2.5.1   To Enter a New Name.

Use this procedure to save a newly created ad hoc query under a unique name.

STEP 1.   **Enter name** for the query on the "Query Name" field and press <Enter>. The name you choose should be unique. The cursor will move to the "Comments" field.

STEP 2.   **Enter any comments**. These comments will appear with the name later in a choices list when browsing saved queries. When done, press <F3>.

STEP 3.   **Enter** <Y> **or** <N> at the "Make this Query Public?" field. If you enter <N>, only you can run or modify the query. If you enter "Y" others will be able to use run and modify the query. You can change this later, if you choose.

STEP 4.   **When done**, press <F3>.

```
┌─────────────────────────────────────────────────┐
│              User Defined Header                 │
│ Header to be printed on the report:             │
│ _____ │
│                                                  │
│      F3 = SAVE to commit work; F6 = CANCEL       │
└─────────────────────────────────────────────────┘
```

7.2.5.2   To Change the Saved Name of a Query.

Use this procedure to change the name of a query that you have just saved.

STEP 1.   **Answer the "RENAME THIS QUERY?"** field. Default is "NO". Press <Y><Enter>. The cursor will move to the "New Name" field.

STEP 2.   **Enter new name** for this query and press <Enter>. The cursor will move to the "Comments" field; add any new comments.

STEP 3.   **Enter any comments**. These comments will appear alongside the query name later when browsing saved queries. When done, press <F3>.

STEP 4.   **Enter** <Y> **or** <N> at the "Make this Query Public?" field. If you enter <N>, only you can run or modify the query. If you enter <Y> others will be able to use run and modify the query. You can change this later, if you choose.

STEP 5.   **When done**, press <F3>.

7.3   BASIC AD HOC QUERY FUNCTIONS

7.3.1   Functions Accessible from the Basic Query Screen.

While you are creating a basic query, several enhanced functions are available via function keys from the "Basic Ad Hoc Query" Screen. Paragraphs 7.3.1.1 through 7.3.1.3 describe them.

7.3.1.1   Mark Fields for a Basic Query (Advanced).

While marking fields, you can take advantage of advanced marking capabilities provided by "Ad Hoc Query". The following explains these options.

F1 MARK ALL	Mark (select) all items.
F2 MARK	Mark or unmark highlighted item.
F3 MARK UP	Mark all items from the current one to the top of the list.
F4 MARK DOWN	Mark all items from the current one to the bottom of the list.
F5 INTERVAL	Mark a range of items. To perform this option, mark the item at the top of a desired range of items (using <F2>) and mark the item at the bottom of the desired range. Then, press <F5> and all items in the range will be marked.
F6 PATTERN	Mark items that fit a certain pattern. A prompt asks, for a pattern to search. Input into this prompt is case sensitive. To search for a pattern, type in a letter string followed by the * character. For example, type MED* to mark all items that <u>start</u> with MED, or type * MED * to mark all items that <u>contain</u> the letter string MED.
F7 SWAP	Mark all items that are currently unmarked and unmark all items that are currently marked.

Refer to the Section 8, "ISM Standard User Interface" for more details about selecting items from lists and menus.

7.3.1.2   Set the Order of Fields in a Basic Query.

Use the following procedure when creating a "Basic Ad Hoc Query" to set the order that the selected fields appear in the results of your query.

STEP 1.   **Select the Set Order option** by pressing <F8> followed by <F5>.

STEP 2.   **Highlight the field** you want to appear first (by using the arrow keys) and press <Enter>.

STEP 3.   **Highlight the field** you want to appear next and press <Enter>.

STEP 4.   **Repeat Step 3** until you are satisfied with the order of the data elements.

STEP 5.   **Press** <F8/F3> to save the field order and return to the "Basic Ad Hoc Query" screen.

IMPORTANT: The system will display in a <u>random</u> order the fields for which you do not specify the display order.

7.3.1.3   Setting the Search Tables in a Basic Query.

When the same database field is present in more than one table, "Ad Hoc Query" chooses one of these tables as the default search table. This option is needed to set the search table in those cases when the default search table is not what you intended. This situation would arise in the following example:

You want to create a report of a soldier family member names with the family member's SSN displayed alongside each name. First, you select the fields you want to query individual name (for name of family member) and individual family member SSN. The problem is that the individual name field is present in two different tables: "individual" and "individual association." To generate a query of family member names, the query must search the individual association table but not the individual table. Since Ad Hoc Query by default searches the "individual" table, which contains the soldier's names, you must override the default for this field and set it to search the "individual association" table instead.

Use the following procedure when creating a "Basic Ad Hoc Query" to set which database tables to search when selecting fields in your query.

STEP 1. **Press** <F8/F6> to select the Set Tables option. A browse menu containing the fields in your query along with their current search table will appear.

STEP 2. **Highlight the field** whose search table you wish to change (using the arrow keys) and press <Enter>. A CHOICES menu consisting of the possible search tables will appear.

STEP 3. **Highlight the desired search table** (using the arrow keys) and press <Enter>. You will return to the browse menu in STEP 2.

STEP 4. **Repeat Steps 2 and 3**, until you have specified the desired search tables for your query fields.

STEP 5. **Press** <F8/F3> to save, the search tables and return to the "Basic Ad Hoc Query" screen.

7.3.2 Functions Accessible from the Conditions Screen.

After you have created a basic query, several functions are available via function keys from the "Basic Ad Hoc Query Conditions" Screen. Paragraphs 7.3.2.1 through 7.3.2.6 describe them.

7.3.2.1 Print Ad Hoc Query Results.

To print the report to a printer--

STEP 1. **Press** <F8/F1>. A User defined header screen will appear.

STEP 2. **Enter a title** to put on the query results and press <F3>. A message [Generating Report ...] will appear followed by the Print Destination Screen.

STEP 3. Specify the number of copies you want, the printer class, and printer name. Press <F2> for lists of valid printer classes and names.

STEP 4. **When done**, press <F3> to print or <F6> to return to the "Basic Ad Hoc Query" screen.

7.3.2.2 View Ad Hoc Query Results.

To display the results of your query--

STEP 1. **Press** <F8><F2>. As your query is being performed and the results compiled, a [Generating Report ...] message will appear.

STEP 2. **Move to the next page** of the report, once it appears, by pressing <Enter>.

IMPORTANT: Report-viewing is done via a file-browsing utility that lets you do things like search for patterns and move backward and forward through the report. If you are comfortable moving through files, use the browse commands. Press <h/Enter> to display a list of these commands.

STEP 3. **Press** <q/Enter> to exit the display and return to the previous screen.

7.3.2.3 View Ad Hoc Query Statements.

To view the SQL statements of the current "Ad Hoc Query", press <F8/F3>. This lets you see the SQL statements that are generated by "Basic Ad Hoc Query". You can use this information to learn how SQL is used and can copy SQL code for use with "Advanced Ad Hoc Query".

7.3.2.4 Return to Basic Ad Hoc Query Screen.

To return to the "Basic Ad Hoc Query" Screen, press <F8/F4>. You can then make further

modifications to the query.

7.3.2.5   Scroll Query Conditions Up.

To scroll the current display of query conditions up toward the beginning, press <F8/F5>.

7.3.2.6   Scroll Query Conditions Down.

To scroll the current display of query conditions down toward the end, press <F8/F6>.

7.4   OTHER AD HOC QUERY OPTIONS

You can access the functions described in this section from the "Ad Hoc Query" main menu. To create a "Basic Ad Hoc Query", refer to Section 7.3.

7.4.1   Create an Advanced Ad Hoc Query.

To use "Advanced Ad Hoc Query", press <2/Enter>. The "Advanced Ad Hoc Query" screen will appear.

```
┌─────────────────────────────────────────────────────┐
│                  Advanced Ad Hoc Query                │
│ Query Name: *** NEW QUERY ***                         │
│             _____          │
│             _____          │
│             _____          │
│             _____          │
│             _____          │
│             _____          │
│             _____          │
│             _____          │
│             _____          │
│             _____          │
│             _____          │
│             _____          │
│             _____          │
│             _____          │
│             _____          │
│  F8/F1=PRINT;   F8/F2=VIEW;   F3=Save Advanced Query;   F6=CANCEL │
└─────────────────────────────────────────────────────┘
```

This screen functions similarly to the "Basic Ad Hoc Query" Screen. No help is available and you must write your own SQL statements.

To print your advanced query, press <F8/F1>.

To view your advanced query, press <F8/F2>.

To scroll up your advanced query, press <F8/F6>.

To scroll down your advanced query, press <F8/F5>.

7.4.2   Change a Saved Ad Hoc Query.

To change a query you have already saved, press <3/Enter>. A list of all saved queries will appear on-screen.

```
┌─────────────────────────────────────────────────────┐
│              Change a Saved Adhoc Query               │
│          Query Name         Query Type Query Access   │
│ >adhoc                        Basic      Private      │
│        none                                           │
│                                                       │
└─────────────────────────────────────────────────────┘
```

Highlight the query you want to edit and press <Enter>. The appropriate "Ad Hoc Query" Screen (Basic or Advanced) appears with the query already filled in. Make any changes you wish.

7.4.3 Delete Ad Hoc Queries.

Use this procedure to delete a saved query.

STEP 1. **List saved queries** by pressing <4/Enter>. A list of all saved queries will appear on-screen.

```
                       Delete Ad Hoc Queries
           Query Name            Query Type User Id
  query                          Public    bellamym


  query2                         Public    bellamym


  test                           Public    bellamym


  test query 1                   Public    bellamym
        This query joins 2 tables ssn's.

  Count Individual Transfer out  Public    cif
        This query will count the National stock number for all LTO
        and the count is the quantity of items(NSN).
  Date range for D/X totals      Private   cif
        D/X currently as of 11/26/96 does not keep track of single

 F2 = MARK to select; RETURN to commit; F6 = CANCEL
```

STEP 2. **Mark the queries** you want to delete.

STEP 3. **Press** <Enter>. A screen will appear asking if you are sure you want to delete the marked item(s).

```
                    Delete A Saved Query
  Item(s) selected will be permanently removed from the database

          Do you wish to delete the item(s) selected?  _

          F3 = SAVE to commit work; F6 = CANCEL
```

STEP 4. **Press** <Y> in response to the prompt and press <F3>. The marked item(s) will be deleted.

7.4.4 View/Print Saved Ad Hoc Query Results.

Use this procedure to view or print a query you have already saved.

STEP 1. **Display** the View/Print Saved Ad Hoc Query Results screen by pressing <5/Enter>.

```
        View/Print Saved Ad Hoc Query Results
  Query Name: _____
   F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL
```

STEP 2. **Enter the name** of the saved query you want to view, or print, or press <F2> for a list; highlight the one you want to run, and press <Enter>. This will insert the name into the "Query Name" field.

STEP 3. **To view the query**, press <F8/F2>. Refer to paragraph 7.3.2.2 for information about viewing a query.

STEP 4. **To print the query**, press <F8/F1>. Refer to paragraph 7.3.2.1 for information about printing a query.

7.4.5　View Saved Ad Hoc Query Statements.

Use this procedure to view the SQL statements of a saved "Ad Hoc Query". This option lets you see the SQL statements that result from automatic generation of your saved SQL query. You can use this information to learn how SQL is used and to copy SQL code for use with "Advanced Ad Hoc Query".

STEP 1.　　　　**List saved queries** by pressing <6/Enter>. A box listing the saved ad hoc queries will appear.

```
              View Saved Ad Hoc Query Statements
           Query Name          Query Type Query Access
>Count Individual Transfer out  Advanced    Public
         This query will count the National stock number for all LTO
         and the count is the quantity of items(NSN).
Master Location – Ft. Stewart  Basic       Public


Search for lin 102             Advanced    Public
      Search for lin 102 for dueouts

Temp Loan/Name – Ft. Stewart   Basic       Public


adhoc                          Basic       Private
      none

bdu dx                         Advanced    Public
      for bdus on polk

Highlight your selection and press RETURN
```

STEP 2.　　　　**Highlight the query** name you want to view and press <Enter>. The SQL statements will appear on-screen.

STEP 3.　　　　**When done viewing**, type <q/Enter> to return to the "Ad Hoc Query" menu.

7.5　AD HOC QUERY SAMPLES

This section demonstrates how to make some sample reports using "Basic Ad Hoc Query". This is not intended to be an extensive tutorial. You are urged to substitute any fields you want for the ones shown in the examples. In so doing, you will find how easy it is to create ad hoc queries. Remember the database is not altered in any way when you create or run an ad hoc query.

7.5.1　Creating and Manipulating Simple Reports.

7.5.1.1　Create a Simple Report.

Use the following procedure to create a simple report that contains three columns of data, sorted by the data in the first column.

STEP 1.　　　　**Select option #1**, "Create a Basic Ad Hoc Query", from the "Ad Hoc Query" main menu. The "Basic Ad Hoc Query" screen will appear.

STEP 2.　　　　**Enter "FIELDS" input** (required field). Press <F2> to list fields.

STEP 3.　　　　**Mark the fields** shown below. To do this, first highlight the field, then press <F2> to mark it.

BIRTH_DT　　IND_SSN　　RANK

If one of the fields shown above is not in your field list, mark some other similar field.

STEP 4.　　　　**When done marking fields**, press <Enter> to return to the "Basic Ad Hoc Query" screen. An asterisk will appear in the "Fields" input field. Press <Enter> again to go to the first "Order By" field in the Sort Fields area.

STEP 5. **Enter "ORDER BY" input**. Enter the BIRTH_DT field here. Press <Enter> again to move the cursor to the "Ascending/Descending" field.

STEP 6. **Enter "ASCENDING/DESCENDING" input**. Type "A" for ascending order, then press <Enter>.

STEP 7. **When done**, press <F8/F2> to generate a report for screen viewing.

RESULTS. Notice that the dates are in ascending order, as you specified.

NOTES: 1. The columns are output in apparently random order because you did not use the SET ORDR option (paragraph 7.3.1.2) to set the order of the fields in the output columns.

2. If information was not displayed in your report, it is probably because no data existed that matched your query. Recheck your query carefully if you think this is an error.

STEP 8. **When finished reviewing** the report, press <F3> to go to the "Save Ad Hoc Query" Screen. Then save it, as described in paragraph B.2.5 and return to the "Ad Hoc Query Conditions" screen.

7.5.1.2   Select a Range of Values for Dates.

Use the following procedure to select a range of values for the report you created in paragraph 7.5.1.1. This example will list only those with dates between 1 January 1960 and 1 January 1963.

STEP 1. **Enter "FIELD" data**. Type "BIRTH_DT" <Enter>. (Or, press <F2> to list the fields and select BIRTH_DT.)

STEP 2. **Enter condition**. Type ">" and press <Enter>. Or, press <F2> for a list of operators, move the highlight to "> greater than", and press <Enter>.

STEP 3. **Enter "VALUE" data**. To list the dates after 1 January 1960, type 19600101 and press <Enter>.

STEP 4. **Enter AND/OR data**. Press <a><Enter> to populate this field with "**AND**".

STEP 5. **Enter "FIELD" data**. Enter "BIRTH_DT" as you did in STEP 3.

STEP 6. **Enter condition**. Type "<" and press <Enter>.

STEP 7. **Enter "VALUE" data**. To list the dates before 1 January 1963, type 19630101 and press <Enter>.

STEP 8. **Press <F8/F2> to generate your report for viewing on-screen.**

RESULTS. When the report appears, notice that the first column of data contains the "BIRTH_DT" values.

Unlike the previous report, which showed every value, the dates shown range between the dates that you entered. This is because you placed conditions on the query using the "Basic Ad Hoc Query" Conditions screen.

7.5.1.3   Select a Range of Values for Names.

The procedure given in paragraph 7.5.1.2 shows how to place conditions on the output so you can control more precisely, what information is reported. Here are two other examples that use conditions to specify various ranges of values.

7.5.1.4   Search for Names by First Letter.

This procedure is based on the sample report shown in paragraph 7.5.1.2. This sample lists all

values in the LASTNAME field that begin with the letter S.

STEP 1.   **Enter "FIELDS" data** in the "Basic Ad Hoc Query" screen. Use "LASTNAME" as the "Fields" input. (To unmark any marked field, highlight it and press <F2>).

STEP 2.   **Enter "ORDER BY" value**. Place "LASTNAME" into the first "Order By" input field, and press <Enter>. Choose "Ascending".

STEP 3.   **Press** <F3> to display the Basic Ad Hoc Conditions screen.

STEP 4.   **Enter values**. In "Field 1" enter "LASTNAME". In the "Condition" field, enter "LIKE".   In the "Value" field, enter "S%". The "%" is a special "wildcard" character that matches any number of characters.

STEP 5.   **Press** <F8/F2> to generate and display the report.

7.5.1.5   Search for Names with Alternate Spellings.

This query searches for all LASTNAME values that are spelled a certain way ("Anderson" or "Andersen", in this case).

STEP 1.   **Enter "FIELDS" data** in the "Basic Ad Hoc Query" screen. Use "LASTNAME" as the "Fields" input. (To unmark any marked field, highlight it and press <F2>).

STEP 2.   **Enter "ORDER B Y" value**. Place "LASTNAME" into the first "Order By" input field, and press <Enter>. Choose "Ascending".

STEP 3.   **Press** <F3> to display the Basic Ad Hoc Conditions screen.

STEP 4.   **Enter values**. In "Field 1" enter "LASTNAME".   In the "Condition" field, enter "LIKE". In the "Value" field, enter "ANDERS_N". The "_" is special wildcard character that matches any one character.

STEP 5.   **Press** <F8/F2> to generate and display the report.

8   ISM USER INTERFACE STANDARDS

The ISM applications have been designed and written to be consistent in the way in which they are accessed and used. The method of use or 'interface' with the ISM was designed using the Extended Terminal Interface Prototype (ETIP). This development tool has made the use of the applications standard throughout each ISM.   A standard interface provides the user with consistency on-line help, menus, function keys, and prompts to assist the user at each step throughout the application.   The interface standard is easy to use if learned once for an application, the learning process for additional applications will be minimal.

8.1   SCREEN LABELED FUNCTION KEYS (SLK)

Notice the indication of eight (8) keys at the bottom of the terminal screen. These eight (8) keys, the Screen Labeled Function Keys (SLK), correspond to the F1 through F8 function keys on the keyboard. They will always appear at the bottom of the screen as long as the terminal being used supports function key labeling. (If the terminal being used does not support function key labeling, then the space at the bottom of the display will be used.) In place of the actual key label, the system will show a word(s) to indicate the current options available and what action you will take when you press that key.

There are two sets of SLK. The first set contains the functions used most commonly while in an ISM application.

| HELP | CHOICES | SAVE | | | | CANCEL | CMD-MENU | CHG-KEYS |

Figure 8.1-1. Screen Labeled Function Keys (I)

This is the set of SLK displayed when first entering an ISM. The functions available via these SLK are:

F1 HELP	display HELP
F2 PREVPAGE	display previous page of current text
F3 NEXTPAGE	display next page of current text
F6 CANCEL	Cancel the operation and return to previous screen
F7 CMD-MENU	not active in ISM applications
F8 CHG-KEYS	switch to second set of SLK

All SLK options always occur on the same key. For example, CANCEL will always appear on the F6 key. Other commands that may appear on the first set of SLK include:

F1 PRINT	Print the requested report
F2 VIEW	View the requested report
F2 CHOICES	Access a selection list of possible choices. Use this for selecting and inserting a value into a field when filling out a form.
F3 SAVE	Proceed with operation. The exact meaning of this option is always spelled out on the screen. In general this is used to indicate that the pending operation is to be performed or in case of forms that the data entered should be processed.

Pressing the SLK labeled CHG-KEYS will display a second set of SLK. Pressing CHG-KEYS repeatedly will toggle between the first and second set of SLK.

| PRINT | VIEW | | | | | FRM-MGMT | CHG-KEYS |

Figure 8.1-2. Screen Labeled Function Keys (II)

The functions available via these SLK are:

F7 FRM-MGMT   Access the Frame Management Menu

F8 CHG-KEYS   Toggle between first and second set of SLK

Other commands that may appear on the second set of SLK include:

F1 PRINT   Print the requested report

F2 VIEW   View the requested report

F3 XMIT   Transmit the requested report

The Frame Management Menu is accessible at all times and provides the following options:

Table 8-1. Frame Management Menu Options	
OPTION	**DESCRIPTION**
list	List the open frames. Displays a list by name of all the frames currently displayed on the screen. If a frame is selected from this list, the selected frame becomes the active frame.
move	Move the active frame. Allows you to relocate the active frame to another position on the display. This adjustment of position is temporary and only effects the current frame.
reshape	Reshape the active frame. This allows you to change the length or width of the current frame within certain limits. This adjustment of shape is temporary and only effects the current frame.
refresh	Refresh the display. This option is useful when the display becomes garbled for any reason.
Color Attributes	Set Color Attributes. This option displays a form that allows you to select and set your color preferences for various aspects of the display. These settings are permanent but can be changed at a later time.

The SLK will help you make selections, process form entries, and access additional information needed to complete forms for processing.

8.2   HELP.

Help is always available by pressing the SLK labeled HELP. Help consists of one or more full screen text boxes that contain background, explanatory and "how to" information. The Help text displayed when you press the HELP SLK will depend on where you are in the application that you are using. For example:

The 'HELP' displayed, while you are at the starting point will contain general information about the ISM and specific information about the menu selection that you have highlighted at the time you have pressed the HELP SLK.
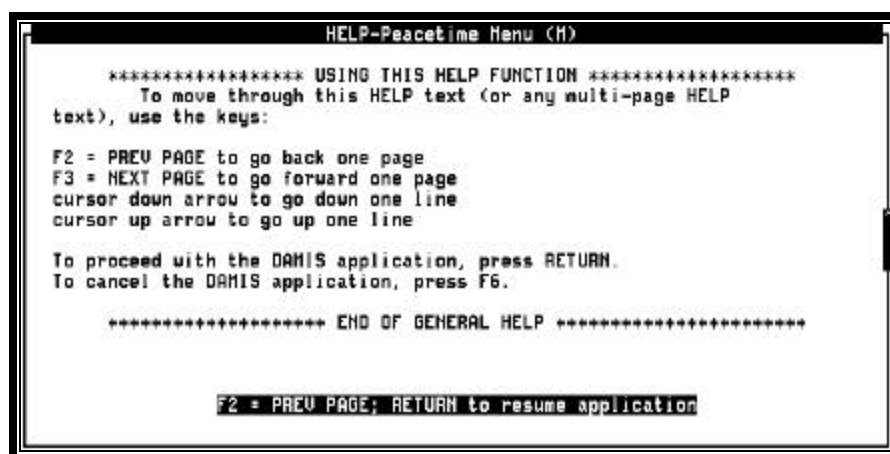
Figure 8.2-1. HELP Screen

The HELP displayed while a form is on the screen will contain an explanation of the overall form and often will show detailed instructions regarding each field in the form. Each 'HELP' screen will have additional instructions at the bottom of each screen indicating any further actions that can be taken while using HELP. You can see the examples of this in accessing the HELP when the initial ISM "Welcome to" screen appears upon logging on to your system.

Notice the highlighted instructions and the corresponding SLK for moving around in the HELP text. The shaded scrollbar on the right hand border of the screen will indicate with small vertical arrows if there is text before or after the current page.

Please note that you can accomplish the access to the ISM applications through different methods. These instructions are based on the use of the AT&T 605 terminal. If you are using another type of terminal or terminal emulation software to access the ISM applications, you may not be able to use the SLK as mentioned. In such cases, you may have to use Alternative Keystrokes. This table should help, if not, see your System Administrator.

Table 8.2. Alternate Keystrokes (I)		
Keys	**Alternative Keystrokes**	**Function**
F1 through F8	Control-F 1 through Control-F 8	Screen Labeled Keys
Beg	Control-B	Display the first page
End	Control-E	Display the last page
Down Arrow or Scroll Down	Control-D or Control-F D	Scroll the display down by one quarter of a page
Up Arrow or Scroll Up	Control-U or Control-F U	Scroll the display up by one quarter of a page
Page Up	Control-V	Scroll up a page
Page Down	Control-W	Scroll down a page

8.3   MENUS:

Menus are another feature of the standard user interface. Menus are shown and choices are made from these menus to move around in the application. Menu selections do not have to be accessed in the order that they appear. There are several ways to move through a menu and each menu that appears will have simple instructions to follow that will appear at the bottom of the screen.

One way to move through a menu is to use the UP and DOWN ARROW keys. Using these keys you can move the highlighted bar up and down the menu. Pressing the DOWN ARROW while at

the last selection in the menu will result in the highlight bar moving to the first menu selection. The reverse is true for using the UP ARROW while the highlight bar is at the first choice.

Additionally, you can access the menu items by typing in the key corresponding to the first character (usually a number) in the line that contains the choice. For example, when a menu appears on the screen, the highlight bar usually appears at the first choice. If you want to select the eighth (8th) item in the menu, press the 8 key on the keyboard. The highlight bar will move directly to that item. If you move the highlight bar in this manner, and decide not to make that particular selection, you must use the UP and DOWN ARROW keys to move the highlight bar further.

Another type of menu that the ISM applications will have, is the CHOICE menu. These choices are not always numbered and they often contain text on each line. When these menus are displayed, the first character access method can be used with the added feature of being able to continue typing in characters until a specific match has been found. The terminal will beep if there are no other matches to the character sequence that has been entered. You can access menus by additional methods, depending upon the type of menu that appears. You may use the Alternative Keystrokes.

Table 8.3. Alternate Keystrokes (II)		
Keys	**Alternative Keystrokes**	**Function**
Next	Control-N	Move the next item
Prev	Control-P	Move to the previous item
Down Arrow	Control-D	Move down
Up Arrow	Control-U	Move Up
Beg or Home	Control-F B or Control B	Move to the first item
End or Home Down	Control-F E or Control E	Move to the last item

8.4   FORMS.

Forms are another feature of the standard user interface. Forms are displayed and data entered into and displayed from the application using the various field of the form. A form may consist of a single screen or may consist of a number of screens. The data entered into the fields in a form does not update the application until you press the <F3 SAVE> key at the completion of the form. Then the system updates all the fields at once. The fields in a form do not have to be accessed in order. There are several ways to move between the fields in a form and each form that appears will have simple instructions to follow that will appear at the bottom of the screen. You may use the Alternative Keystrokes.

Table 8-4. Alternative Keystrokes for Selecting Fields		
Keys	**Alternative Keystrokes**	**Function**
NEXT or TAB	Control-N or Control-I	Move to the next field
PREV or SHIFT-TAB	Control-P or Control-T	Move to the previous field
BEG	Control-B	Move to the first field
END	Control-E	Move to the last field
Down Arrow	Control-D	Move down to the next field
Up Arrow	Control-U	Move up to the previous field

You may be able to edit the data entered into the field. The application edits some fields automatically. For example, the system may convert the data to upper case after you have entered in lower case. The system checks the date and numeric format fields for their validity.

If a list of valid choices to enter in to a field is available, pressing the SLK labeled CHOICES will cause a sub-menu to appear. Highlighting the desired entry and pressing <Enter> will cause the selected entry to be entered into the field. You may edit a data within a field using Alternative Keystrokes.

Table 8-5. Alternative Keystrokes for Editing Fields		
Keys	**Alternative Keystrokes**	**Function**
Left Arrow	Control-L	Move left within the current field
Right Arrow	Control-R	move right within the current field
SHIFT-Left Arrow	Control-F P	Move to the previous word in the current field
SHIFT-Right Arrow	Control-F N	Move to the next word in the current field
HOME	Control-F B	Move to the beginning of the current field
HOME DOWN	Control-F E	Move to the end of the current field
Del or Del Char	Control-X	Delete character at cursor
Del Line	Control-K	Delete line at cursor
SHIFT-Del	Control-F W	Delete word at the cursor
Clear EOL	Control-F Y	Clear to the end of line
Back Space	Control-H	Delete the character before the cursor
Clear or SHIFT-Clear Line	Control-Y	Clear the entire field
Opts	Control-F O	Display choices menu
ESC	Control-[	Toggle between insert and overwrite modes

8.5 PROMPTS:

Many screens and forms throughout the ISM application will contain brief messages to the user. These messages, displayed at the bottom of the screen, are **prompts** indicating what is expected in the way of keyboard action. Most commonly, when a menu appears, you will see:

Highlight your selection and press RETURN

You are to make a choice by moving the highlight bar to a menu item and select it by pressing the <Enter> key.

When a form appears, a prompt will appear at the bottom of the screen indicating what kind of information you are to enter in respective to the field where the blinking cursor appears.

8.6 DATES:

Date fields have the format YYYY/MM/DD. You do not require the '/' separator and you may omit the leading century. If you enter the '/' separator, you may omit leading zeros. For example, to enter the date of July fourth 1992, you may type 1992/07/04, 19920704, 920704, 92/07/04, or 92/7/4. In each case, the date will appear in the standard format. You may use any non- numeric character instead of '/' as a separator when entering dates. For example, when using the numeric keypad to enter dates, you can use the "dot" (".") character instead of '/'. The entry "today" in any date field will populate that field with the current date.

9   CHOICES – CODES LIST.

Appointment Type Code

A	Initial screening
B	Individual session
C	Group session
D	Rehabilitation team meeting
F	Medical evaluation
G	Local program
H	Other appointment type

ADAPT Conduct Choices Menu

S	Satisfactory
U	Unsatisfactory

ADAPT Performance Choices List

S	Satisfactory
U	Unsatisfactory

Area of Concentration ID Code

00A	Duties Unassigned
00B	General Officer
00C	Relieved from Duty, Sick in the Hospital, or Quarters
00D	Newly Commissioned Officers Awaiting Entry on Active Duty Attend
00E	Student Officer
01A	Branch Immaterial
02A	Combat Arms Immaterial
03A	Logistics Immaterial
04A	Personnel Immaterial
11A	Infantry, General
11B	Light Infantry
11C	Mechanized Infantry
12A	Armor Officer, General
12B	Armor
12C	Cavalry
13A	Field Artillery, General
13B	Light Missile Field Artillery
13C	Heavy Missile Field Artillery
13D	Field Artillery Target Acquisition
13E	Cannon Field Artillery
14A	Air Defense Artillery, General
14B	Short-Range Air Defense Artillery (Shorad)
14C	Nike Hercules Missile Air Defense Artillery
14D	Hawk Missile Air Defense Artillery
15A	Aviation, General
15B	Aviation, Combined Arms Operations
15C	Aviation, Tactical Intelligence
15D	Aviation, Logistics
15E	Aviation, Tactical Communications (Air Traffic Control)
18A	Special Forces
21A	Engineer, General
21B	Combat Engineer
21C	Topographic Engineer
21D	Facilities/Contract Construction Management Engineer (FCCME)
25A	Signal, General
25B	Comm-electronics (C-E) Automation
25C	Comm-electronics (C-E) Operations

25B	Comm-electronics (C-E) Engineering
25B	Comm-electronics (C-E) Networking
31A	Military Police, General
31B	Physical Security
31C	Correctional
31D	Criminal Investigation
35A	Military Intelligence, General
35B	Strategic Intelligence
35C	Imagery Intelligence (IMINT)
35D	Tactical Intelligence
35E	Counterintelligence (CI)
35F	Human Intelligence (HUMINT)
35G	Signal Intelligence/Electronic Warfare (Sigint/EW)
38A	Civil Affairs, General
39A	Psychological Operations/Civil Affairs
39B	Psychological Operations
39C	Civil Affairs
41A	Personnel Programs Management Staff
42A	Adjutant General, General
42B	Personnel Systems Management
42C	Army Band
42E	Administrative Systems Management
44A	Finance, General
45A	Comptroller
45B	Program/Budget
46A	Public Affairs, General
46B	Broadcast
47A	USMA Permanent Professor
47B	USMA Permanent Associate Professor
48A	Foreign Area, General
48B	Latin America
48C	West Europe
48D	South Asia
48E	Russia/East Europe
48F	China
48G	Mideast/North Africa
48H	Northeast Asia
48I	Southeast Asia
48J	Africa, South of the Sahara
49A	Operations Research, General
49B	Operations Research, Personnel
49C	Operations Research, Combat Operations/Material Systems
49D	Operations Research, Planning, Programming, and Resource MGT
49E	Operations Research, Test and Evaluation
49W	Trained, Operations Research/Systems Analysis
49X	Untrained, Operations Research/Systems Analysis
50A	Force Development
51A	Research and Development, General
51B	Test and Evaluation
51C	Combat Developments
51D	Acquisition
52A	Nuclear Weapons, General
52B	Nuclear Weapons Research
53A	Software Engineering
53B	Hardware Engineering
53C	Automation Management
53X	Designated Systems Automation
54A	Operations, Plans, and Training
55A	Judge Advocate

55B ....Military Judge
56A ....Command and Unit Chaplain
56D ....Clinical Pastoral Educator
60A ....Operational Medicine
60B ....Nuclear Medicine Officer
60C ....Preventive Medicine Officer
60D ....Occupational Medicine Officer
60F ....Pulmonary Disease Officer
60G ....Gastroenterologist
60H ....Cardiologist
60J ....Obstetrician and Gynecologist
60K ....Urologist
60L ....Dermatologist
60M ....Allergist, Clinical Immunologist
60N ....Anesthesiologist
60P ....Pediatrician
60Q ....Pediatric Cardiologist
60R ....Child Neurologist
60S ....Ophthalmologist
60T ....Otolaryngologist
60U ....Child Psychiatrist
60V ....Neurologist
60W ....Psychiatrist
61A ....Nephrologist
61B ....Medical Oncologist/Hematologist
61C ....Endocrinologist
61D ....Rheumatologist
61E ....Clinical Pharmacologist
61F ....Internist
61G ....Infectious Disease Officers
61H ....Family Physician
61J ....General Surgeon
61K ....Thoracic Surgeon
61L ....Plastic Surgeon
61M ....Orthopedic Surgeon
61N ....Flight Surgeon
61P ....Physiatrist
61Q ....Therapeutic Radiologist
61R ....Diagnostic Radiologist
61U ....Pathologist
61W ....Peripheral Vascular Surgeon
61Z ....Neurosurgeon
62A ....Emergency Physician
62B ....Field Surgeon
63A ....Dentistry, Officer
63B ....Dentistry, Comprehensive
63D ....Periodontist
63E ....Endodontist
63F ....Prosthodontist
63H ....Preventive Dentistry/Dental Public Health
63K ....Pedodontist
63M ....Orthodontist
63N ....Oral Surgeon
63P ....Oral Pathologist
63R ....Executive Dental Officer
64A ....Veterinary Services Officer
64B ....Veterinary Staff Officer
64C ....Veterinary Laboratory Animal Medicine Officer
64D ....Veterinary Pathologist

64E..Veterinary Microbiologist
64F..Veterinary Comparative Medicine Officer
65A ....Occupational Therapy
65B ....Physical Therapy
65C ....Hospital Therapy
66A ....Nurse Administrator
66B ....Community Health Nurse
66C ....Psychiatric/Mental Health Nurse
66D ....Pediatric Nurse
66E..Operating Room Nurse
66F ....Nurse Anesthetist
66G ....Obstetric and Gynecologic Nurse
66H ....Medical-Surgical Nurse
66J ....Clinical Nurse
67A ....Health Care Administrator
67B ....Field Medical Assistant
67C ....Health Services Comptroller
67D ....Biochemical Information Systems Officer
67E..Patient Administration Officer
67F ....Health Services Personnel Manager
67G ....Health Services Manpower Control Manager
67H..Health Services Plans, OPNS, Intelligence and TNG Manager
67J..Aeromedical Evacuation Manager
67K......................................Health Services Material Officer
67L..Health Facilities Planning Officer
68A ....Microbiologist
68B ....Nuclear Medical Science Officer
68C ....Biologist
68D......................................Parasitologist
68E..Immunologist
68F ....Clinical Laboratory Officer/Laboratory Manager
68G......................................Entomologist
68H......................................Pharmacy Officer
68J..Physiologist
68K......................................Optometry Officer
68L..Podiatrist
68M ....Audiologist
68N......................................Environment Science Officer
68P..Sanitary Engineer
68R ....Social Work Officer
68S ....Clinical Psychologist
68T ....Research Psychologist
68U......................................Psychology Associate
74A ....Chemical, General
74B ....Chemical, Operations and Training
74C ....Chemical Munitions and Material Management
88A ....Transportation, General
88B ....Traffic Management
88C ....Marine and Terminal Operations
88D......................................Motor/Rail Transportation
88E..Transportation Management
91A ....Ordnance, General
91B ....Tank/Automotive Management
91C ....Missile Material Management
91D......................................Munitions Material Management
91E..Explosive Ordnance Disposal
92A ....Quartermaster, General
92B ....Supply and Material Management
92D......................................Aerial Delivery and Material

92F..Petroleum
92G..Subsistence
97A ....Contracting and Industrial Management Officer

Assessment Code (Commander) - PPR

F..Failed Rehabilitation
S ....Successful Rehabilitation

Background Check Indicator Menu

N ....Background Check Not Completed
B..Background Check Completed

Case Finding Method

AT...Applicant/Accession Test
CB...Commander Directed Breathalizer
CD...Commander/Supervisor Referral
CI ....Commander Directed Individual
CU...Commander Directed Unit
DW ....Driving While Intoxicated/Driving Under The Influence
FM ....Family Member Referral
IA ....Investigation/Apprehension
MA...Mishap/Accident
MD...Medical Referral
PD ....Physician Directed
SC ....Security Clearance
SR ....Self Referral
VT..Voluntary Test
XX ....Other Source (School,Chap)

Civilian Category Code

C...TDP Aviation
D ....TDP Guard/Police
E...TDP PRP
F ....TDP ADAPCP Staff
G ....Other TDP
N ....Other Non-Military

Civilian Release Consent Code

A ....Consent Granted to Release Information
D ....Consent Denied to Release Information
Y ....N/A

Civilian Pay Plan

AD ....Administrative
AS...Clerical
CZ ....Panama Canal
ED...Expert - 3109
EE ....Expert - Other
EF..Consultant 3109
EG...Consultant - Other
EH...Advisory Member 3109
EI..Advisory Member Other

ES...Senior Executive
EX...Executive Schedule
FC ....Aid
GM ....Merit Pay
GS ....General Schedule
GW ....Schedule A
NA ....Nonsupervisory - Trades
NL...Leader - Trades
NS ....Supervisory - Trades
NW ....Tipped
PS...Leader - Sales
RW...Regular Wage Board
SH ....Summer - Europe
SR ....Statutory Rates
ST..Scientific
SZ..Special - Panama Canal
TP..Teaching Position
UA ....Managerial
WA ....Supervisory Navigational
WB..Regular Wage Board
WD ....Nonsupervisory - Scheduling
WG ....Nonsupervisory - Federal
WJ..Supervisory - Hopper
WK ....Nonsupervisory - Hopper
WL...Leader - Federal
WM..Maritime - Schedule
WN ....Supervisory - Scheduling
WO ....Leader - Navigational
WQ ....Supervisory - Aircraft
WR...Leader - Aircraft
WS...Supervisory - Federal
WT..Apprentices
WU ....Aircraft - Nonsupervisory
WW ....Students
WY ....Nonsupervisory - Navigational
WZ..Panama Canal - Wage Type
XD ....Nonsupervisory - Production
XL..Leader - Printing
XN ....Supervisory - Production
XP ....Nonsupervisory - Printing
ZZ ....Local National

Civilian Type Code (1)

CA...Safety, Mishap, Accident
CC...Rehabilitation Patient
CE...Pre-employment
CO...Other Civilian
CR...Reasonable Suspicion
CT ....TDP/Random Testing
CV...Volunteer

Class Type

AA ....New Commander and Staff Orientation
AB...ADAPCP Related Professional Development
AC...UADC Certification
AD ....UADC Continuing Education
AE...Other Commander and Staff Education
BA...Local National Supervisor's Course

```
BB........................................Training
BC........................................Other Supervisor of Civilian Employee Training
CA........................................Schools of Standards/Orientation
CB........................................ASIP
CC........................................Civilian Work Force
CD........................................Local National Work Force
CE........................................Military Units
CF ........................................Other Unit Prevention Education
DA ........................................Private Organization
DB........................................K-12 Student Education
DC........................................K-12 Teacher Education
DD ........................................Driver's Education
DE........................................Other Agencies
DF ........................................Other Community Prevention Education
FA ........................................Other Prevention Education
```

PCS Completion Indicator

```
C........................................Completed
N ........................................Not Completed
```

Individual Component Code

```
A ........................................Active/Regular
G ........................................National Guard
R........................................Reserve
C........................................Civilian
```

Department Code

```
A ........................................US Army
D ........................................DOD Agency
F ........................................US Air Force
M........................................US Marine Corps
N ........................................US Navy
P........................................US Coast Guard
W........................................Public Health Service
X ........................................Other
```

Department of Defense Rejection Code

```
BA ........................UNAUTHORIZED SPECIMEN CONTAINER (BOTTLE)
BB........................BOTTLE RECEIVED WITH BROKEN SEAL AND NO APPARENT EXPLANATION
                          (BOTTLE)
BC........................SPECIMEN LEAKED IN SHIPMENT (BOTTLE)
BD ........................SPECIMEN LEAKED IN SHIPMENT, QUANTITY NOT SUFFICIENT TO TEST
                          (BOTTLE)
BE........................BOTTLE IS DAMAGED (BOTTLE)
BF ........................BOTTLE IS DAMAGED, QUANTITY NOT SUFFICIENT TO TEST (BOTTLE)
BG ........................NAME ON BOTTLE (BOTTLE)
BW........................BOTTLE RECEIVED WITHOUT A SEAL AND NO APPARENT EXPLANATION
                          (BOTTLE)
FA ........................FORM OTHER THAN DD FORM 2624 RECEIVED (FORM)
FB ........................SSN DOES NOT MATCH (FORM)
FD ........................SSN IS ILLEGIBLE (FORM)
FE ........................SSN IS INCOMPLETE (FORM)
FF........................SSN HAS TOO MANY NUMBERS (FORM)
FG........................SSN NOT FORENSICALLY CORRECTED--OVERWRITTEN (FORM)
FH ........................SSN NOT FORENSICALLY CORRECTED--NO DATE (FORM)
```

FI...........................SSN NOT FORENSICALLY CORRECTED--NO INITIAL (FORM)
FJ ....SSN NOT FORENSICALLY CORRECTED--NO CORRECTED ENTRY (FORM)
FK ....SSN NOT FORENSICALLY CORRECTED (FORM)
FL ....SPECIMEN NUMBER ON DD FORM 2624 IS INCORRECT (FORM)
FM ....DD FORM 2624 RECEIVED DOES NOT HAVE ORIGINAL SIGNATURES (FORM)
FN ....SPECIMEN BOTTLE PRESENT BUT NO DD FORM 2624 RECEIVED (FORM)
FP...........................SPECIMEN BOTTLE PRESENT BUT NOT RECORDED ON DD FORM 2624 (FORM)
FQ ....SPECIMEN BOTTLE RECEIVED SEPARATELY FROM DD FORM 2624 (FORM)
FR ....SPECIMEN BOTTLE LISTED ON DD FORM 2624, NO SPECIMEN RECEIVED (FORM)
FU ....DD FORM 2624 RECEIVED DOES NOT HAVE CHAIN OF CUSTODY ENTRIES (FORM)
FV...........................D FORM 2624 ARE ON TWO PIECES OF PAPER, WITHOUT IDENTIFIER (FORM)
FW ....DONOR'S NAME RECEIVED ON/WITH DD FORM 2624 (FORM)
FX ....CIVILIAN SPECIMEN (FORM)
FY...........................OTHER (FORM)
LA ....SSN IS ILLEGIBLE (LABEL)
LB ....SSN IS INCOMPLETE (LABEL)
LC ....SSN OBLITERATED BUT UNIQUE IN SHIPMENT (LABEL)
LD ....SSN NOT FORENSICALLY CORRECTED--OVERWRITTEN (LABEL)
LE ....SSN NOT FORENSICALLY CORRECTED--NO DATE (LABEL)
LF ....SSN NOT FORENSICALLY CORRECTED--NO INITIAL (LABEL)
LG...........................SSN NOT FORENSICALLY CORRECTED--NO CORRECTED ENTRY (LABEL)
LH...........................SSN NOT FORENSICALLY CORRECTED (LABEL)
LI ....SSN OBLITERATED AND IS NOT UNIQUE IN THIS SHIPMENT (LABEL)
LJ ....SSN MISSING (LABEL)
LK...........................LABEL OVER LABEL (LABEL)
LL ....DONOR'S INITIALS MISSING ON BOTTLE LABEL (LABEL)
LM ....DATE MISSING (LABEL)
LN...........................DATE ILLEGIBLE (LABEL)
LO...........................DATE INCOMPLETE (LABEL)
LP ....SPECIMEN NUMBER MISSING (LABEL)
LQ...........................SPECIMEN NUMBER ILLEGIBLE (LABEL)
LR ....SPECIMEN NUMBER INCOMPLETE (LABEL)
LT ....OTHER (LABEL)
MA...........................MULTIPLE DISCREPANCIES, NO FATAL DISCREPANCIES (MULTIPLE)
MB...........................MULTIPLE DISCREPANCIES (MULTIPLE)
OA ....MISSENT (OTHER)
OB ....LABORATORY ACCIDENT (OTHER)
ON ....SERVICE MEMBERS NAME RECEIVED ON THE BOTTLE (OTHER)
PA ....SHIPPING CONTAINER RECEIVED WITH NO OR BROKEN SEAL ON BOX (PACKAGE)
PB ....POSTAL REGULATIONS-4 LITERS/SHIPPING CONTAINER AND ABSORBENT (PACKAGE)
PC ....TAMPERING (PACKAGE)
SB ....BOTTLE CONTAINS LESS THAN 30 ML OF URINE (SPECIMEN)
SC ....QUANTITY NOT SUFFICIENT TO TEST (SPECIMEN)
SD ....SPECIMEN APPEARS TO BE ADULTERATED (SPECIMEN)
SE ....SPECIMEN APPEARS ADULTERATED-MAY BE HAZARDOUS TO INSTRUMENTS (SPECIMEN)
SF...........................SPECIMEN IS NOT URINE (SPECIMEN)

Diagnosis Code

30390...................................Alcohol Dependence
30400...................................Opioid Dependence
30410...................................Sedative, Hypnotic or Anxiolytic Dependence
30420...................................Cocaine Dependence

30430....................................Cannabis Dependence
30440....................................Amphetamine or Similarly Acting Sympathomimetic Dependence
30451....................................Hallucinogen Dependence
30452....................................Phencyclidine (PCP) or Similarly Acting Arylcyclohexylamine
30460....................................Inhalant Dependence
30491....................................Polysubstance Dependence
30499....................................Psychoactive Substance Dependence Not Otherwise Specified
30500....................................Alcohol Abuse
30520....................................Cannabis Abuse
30530....................................Hallucinogen Abuse
30540....................................Sedative, Hypnotic or Anxiolytic Abuse
30550....................................Opiate Abuse
30560....................................Cocaine Abuse
30570....................................Amphetamine or Similarly Acting Sympathomimetic Abuse
30591....................................Inhalant Abuse
30592....................................Phencyclidine (PCP) or Similarly Acting Arylcyclohexylamine
30599....................................Psychoactive Substance Abuse Not Otherwise Specified

Disposition Code - PPR

A ....Continue Treatment
B..Terminate Treatment, Retain on Active Duty
C..Terminate Treatment, Separate

Document Status Code

DIN ....Document Incomplete or in Progress
DCU ....Document Complete, Send to USADAOA
DCL......................................Document Complete, Send to FTDTL

Drug Code

A ....Amphetamine
B..Barbiturates
C..Cocaine
L...Lysergic Acid Diethylamide (LSD)
M..Methaqualone, Sedative, Hypnotic or Anxiolytic
O ....Opiates
P ....Phencyclidine (PCP)
T...Cannabis Products (THC)
X ....Not Otherwise Specified (e.g. Polydrug,Mixed,Uncategorized by USADAOA)

Drug Type

C..Cocaine
T...Cannabis Products (THC)
X ....Not Otherwise Specified (e.g. Polydrug,Mixed,Uncategorized by USADAOA)

Eligibility Category

A ....Active Duty
B..Active Duty for Training
C..Cadet/Midshipman
D ....Inactive Duty Training
E..Retired Military
F ....Family Member of Military
G ....US Civilian Employee
H ....Local National
I..Family Member of Civilian Employee
J...Family Member of Retired Military

K ....Minor Family Member (as category)
X ....Other

Employment Category Code

1 ....Military
2 ....Civilian
3 ....Contractor
4 ....Non-federal

Enlisted ID Codes

00B ....Diver
00D......................................Special Duty Assignment
00E......................................Recruiter (RC)
00R ....Recruiter/Retention NCO
00U ....EO NCO
00Z......................................CMD SGT Major
01H......................................Biological Sciences Asst
02B ....Cornet Or Trumpet Player
02C ....Baritone Or Euphonium Player
02D......................................French Horn Player
02E......................................Trombone Player
02F......................................Tuba Player
02G......................................Flute Or Piccolo Player
02H......................................Oboe Player
02J.......................................Clarinet Player
02K......................................Bassoon Player
02L.......................................Saxophone Player
02M ....Percussion Player
02N......................................Piano Player
02S ....SP Bandperson
02T......................................Guitar Player
02U ....Electric Bass Guitar Player
02Z......................................Bands Senior SGT
09C ....Split Unit Trainee
09D......................................College Trainee
09R ....Simultaneous Membership Program
09S ....Commissioned Officer Candidate
09T ....College Student Army National Guard Officer
09W ....Warrant Officer Candidate
11B ....Infantryman
11C ....Indirect Fire Infantryman
11H......................................Heavy Antiarmor Weapon Infantryman
11M ....Fighting Vehicle Infantryman
11X......................................Infantry Recruit
11Z.......................................Infantry Senior Sergeant
12B ....Combat Engineer
12C ....Bridge Crewmember
12F.......................................Engineer Tracked Vehicle Crewman
12Z.......................................Combat Engineering Senior Sergeant
13B ....Cannon Crewmember
13C ....Tacfire Operations Specialist
13E......................................Cannon FD SP (E7 in RC only)
13F.......................................Fire Support Specialist
13M ....MLRS Crewmember
13N ....Lance Crewmember
13P.......................................MLRS/Lance OP/FD SP

```
13R ......................................FA Firefinder Radar Operator
13T ......................................Remotely Piloted Vehicle Crewmember
13Z ......................................Field Artillery Senior Sergeant
14D ......................................Hawk Missile Systems Crewmember
14S ......................................Avenger Crewmember
15E ......................................Pershing Missile Crewmember
16D ......................................Hawk Missile Crewmember
16E ......................................Hawk Fire Control Crewmember
16F ......................................Light AD ARTY CRMBR (RC)
16G ......................................Roland Systems Crewmember (RC)
16H ......................................ADA OP-INTEL ASST
16J ......................................Defense Acquisition Radar Operator
16P ......................................Chaparral CRMBR
16R ......................................Vulcan Crewmember
16S ......................................Manpads Crewmember
16T ......................................Patriot Missile Crewmember
16X ......................................Air Defense Recruit
16Z ......................................Air Defense Artillery Senior Sergeant
17B ......................................FA Radar CMBR
18B ......................................Special Operations Weapons Sergeant
18C ......................................Special Operations Engineer Sergeant
18D ......................................Special Operations Medical Sergeant
18E ......................................Special Operations Commo Sergeant
18F ......................................Special Operations Intel Sergeant
18X ......................................SF Recruit
18Z ......................................Special Operations Senior Sergeant
19D ......................................Cavalry Scout
19E ......................................M48-M60 Armor Crewman
19K ......................................M1 Armor Crewman
19Z ......................................Armor Senior Sergeant
21G ......................................Pershing ELCT MAT SP
21L ......................................Pershing Electronics Repairer
23R ......................................Hawk Missile Systems Mechanic
24C ......................................Hawk Firing Section Mechanic
24E ......................................Hawk Fire Control Mechanic (RC)
24G ......................................Hawk COORD CEN Mechanic
24H ......................................Hawk Fire Control Repairer
24J ......................................Hawk Pulse Radar Repairer
24K ......................................Hawk Continuous Wave Radar Repairer
24L ......................................Hawk LNCH/MECH SYS Repairer
24M ......................................Vulcan System Mechanic
24N ......................................Chaparral System Mechanic
24R ......................................Hawk Master Mechanic
24S ......................................Roland Master Mechanic (RC)
24T ......................................Patriot Operation and System Mechanic
24U ......................................Nike-Hercules Custodial Mechanic
24V ......................................Hawk Maintenance Chief
25L ......................................AN/TSQ-73 OP/REP
25P ......................................Visual Information/Audio Documentation Systems Specialist
25Q ......................................Graphics Documentation Specialist
25R ......................................Visual Information/Audio Documentation Equipment Repairer
25S ......................................Still Documentation Specialist
25Z ......................................Audio-Visual Chief
27B ......................................LCSS Test SP
27C ......................................Roland Repairer (RC)
27E ......................................Tow/Dragon Repairer
27F ......................................Vulcan Repairer
27G ......................................Chaparral/Redeye Repairer
27H ......................................Hawk Firing Section Repairer
```

27J..Hawk Field MAINT Equipment Pulse Acquisition Radar Repairer
27K..Hawk Fire Control/Continuous Wave Radar Repairer
27L..Lance System Repairer
27M ....MLRS Repairer
27N ....Forward Area Alerting Radar Repairer
27T..Pedestal Mounted Stinger, Line of Sight
27V ....Hawk Maintenance Chief
27X..Patriot System Repairer
27Z..LC/AD SYS MN CH
29E..C-E Radio REP
29J..Teletypewriter Equipment Repairer
29M ....Tactical Satellite/Microwave Repairer
29N ....Telephone Central Office Repairer
29P..COMSEC MAINT CH
29S ....Field COMMSEC EQUIP REP
29T..SATCOM/MWAVE COMM CH
29V ....Strategic Microwave Systems Repairer
29W ....Communication Maintenance Support Chief
29X..COMM EQUIP MAINT CH
29Y..SATCOM EQ REP
29Z..C/E Maintenance Chief
31C ....Single Channel Radio OP
31D ....Mobile Subscriber EQUIP (MSE) TRANS OP
31F..MSE Network SW SYS OP
31G..Tactical COMM Chief
31K..Combat Signaler
31L..Wire Systems Installer
31M ....Multichannel COMMO SYS OP
31N ....TAC Circuit Control
31Q..Tactical SAT Micro SYS OP
31V ....Unit Level COMM/MAINT
31W ....MSE COMM CH
31Y..Communications Systems SUPV
31Z..COMM Operations Chief
33M ....EW/I STRAT C/C REP
33P..EW/I RCVR EQUIP REP
33Q..EW/I P/S EQUIP REP
33R ....EW/I AVN Systems REP
33T..EW/I Tactical Systems REP
33V ....EW/I Aerial Senior REP
33Y..Strategic Systems Repairer
33Z..EW/I Systems MAINT SUPV
35G..Biochemical EQ SP, Basic
35H..Calibration Specialist
35U..Biochemical EQ SP, ADV
35Y..Integration Family of Test Equipment Operator/Maintainer
36L..Trans Auto Switch Systems OP/MAINT
36M ....Switching SYS Operator
37F..Psychological Operations Specialist
39B ....ATE OP/MAINT
39C ....TGT ACQ/SVL RDR REP
39D..DAS3 COMPUTER SYS REP
39E..Special Electronic Devices Repairer
39G..Automated Communications Computer Systems Repairer
39L..FA Digital SYS REP (E6 in RC Only)
39V ....Computerized Systems Maintenance Chief
39W ....Radar/Special ELECT DEV MAINT CH
39X..Electronics Equipment Maintenance Chief
39Y..FA TAC Fire DIR REP

41C ....Fire Control INSTR REP
42C ....Orthotic SP
42D ....Dental Lab SP
42E ....Optical Lab SP
43E ....Parachute Rigger
43M ....Fabric REP SP
44B ....Metal Worker
44E ....Machinist
45B ....Small Arms REP
45D ....SP FA Turret MECH
45E ....M1 Abrams Tank Turret MECH
45G ....Fire Control SYS REP
45K ....Tank Turret REP
45L ....ARTY REP
45N ....M60A1/A3 Tank Turret MECH
45T ....Bradley FVS Turret MECH
45Z ....Armament/Fire Control Maintenance Supervisor
46N ....Pershing electrical-Mechanical Repairer
46Q ....Journalist
46R ....Broadcaster Journalist
46Z ....Public Affairs Chief
51B ....Carpentry/Mason RY SP
51G ....Materials Quality SP
51H ....CONST ENGR SUPV
51K ....Plumber
51M ....Firefighter
51R ....Interior Electrician
51T ....TECH ENGR SUPV
51Z ....GEN ENGRING SUPV
52C ....UTIL EQ REP
52D ....Power GEN EQ REP
52E ....Prime Power PROD SP
52F ....Turbine ENG Driven GEN REP
52G ....Transmission and DIST SP
52X ....SP PUR EQUIP REP
54B ....Chemical Operations SP
55B ....AMMO SP
55D ....EOD SP
55G ....Nuclear WPN SP
55R ....AMMO STK CLK and ACTG SP
55X ....AMMO INSP
55Z ....AMMO SUPV
57E ....Laundry/Bath SP
57F ....Graves Registration SP
62B ....CONST EQ REP
62E ....Heavy CONST EQ REP
62F ....Crane Operator
62G ....Quarrying SP
62H ....Concrete/Asphalt EQ OP
62J ....GEN CONST EQ REP
62N ....CONST EQ SUPV
63B ....LT Wheel Vehicle MECH
63D ....SP FA SYS MECH
63E ....M1 Abrams Tank SYS MECH
63G ....Fuel and ELEC SYS REP
63H ....Track Vehicle REP
63J ....QM and CHEM EQ REP
63N ....M60A1/AE Tank SYS MECH
63S ....Heavy Wheel VEH MECH

63T ....Bradley VEH MECH
63W ....Wheel VEH MECH
63Y ....Track VEH MECH
63Z ....MECH MAINT SUPV
67A ....General Aircraft Repairer (People Only)
67G ....Utility Airplane REP
67H ....OBSN Airplane REP
67N ....Utility HEL REP
67R ....AH-64 Attack HEL REP
67S ....Scout HEL REP
67T ....TAC TRANS HEL REP
67U ....Medium HEL REP
67V ....OBSN/Scout HEL REP
67X ....Heavy Lift HEL REP (RC)
67Y ....AH-1 Attack HEL REP
67Z ....Aircraft MAINT SR SGT
68B ....Aircraft Powerplant REP
68D ....Aircraft Powertrain REP
68F ....Aircraft Electrician
68G ....Aircraft Structural REP
68H ....Aircraft Pneudraulics REP
68J ....Aircraft Fire Control REP
68K ....Aircraft COMP REP SUPV
68L ....Avionic Communications Equipment Repairer
68N ....Avionic Mechanic
68P ....Avionic Maintenance Supervisor
68Q ....Avionic Flight Systems Repairer
68R ....Avionic Radar Repairer
71C ....Executive ADMIN ASST
71D ....Legal Specialist
71E ....Court Reporter
71G ....Patient Admin SP
71L ....Administrative SP
71M ....Chaplain Assistant
73C ....Finance SP
73D ....Accounting SP
73Z ....Finance Sr SGT
74C ....Record Telecommunications Center Operator
74D ....Computer Machine OP
74F ....Programmer/Analyst
74Z ....Data Processing NCO
75B ....Per Admin SP
75C ....Per Mgmt SP
75D ....Per Records SP
75E ....Per Actions SP
75F ....Per Info Sys Mgmt SP
75Z ....Per SGT
76C ....EQ Records/Parts SP
76J ....Medical Supply SP
76P ....Material Control And Accounting SP
76V ....Material Storage And Handling SP
76X ....Subsistence Supply SP
76Y ....Unit Supply SP
76Z ....SR Supply SGT
77F ....Petroleum Supply SP
77L ....Petroleum Lab SP
77W ....Water Treatment SP
79D ....Reenlistment NCO (RC)
81B ....Tech Drafting SP

81C ....Cartographer
81Q ....Terrain Analyst
81Z ....Topographic Engineering Supervisor
82B ....Construction Surveyor
82C ....Field Artillery Surveyor
82D ....Topographic Surveyor
83E.......................................Photo and Layout SP
83F ....Printing and Bindery SP
88C ....Motion Picture SP
88H ....Cargo Specialist
88K.......................................Water craft Operator
88L.......................................Water craft Engineer
88M ....Motor Transportation OP
88N ....Traffic Management Coordinator
88P ....Locomotive Rep (RC)
88Q ....Railway Car Rep (RC)
88R ....Air-brake Rep (RC)
88S ....Locomotive Electrician (RC)
88T ....Railway Sec Rep (RC)
88U ....Locomotive Operator
88V ....Train Crew member (RC)
88W ....Railway Movement Coordinator (RC)
88X.......................................Railway Senior SGT (RC)
88Y ....Marine Senior SGT
88Z ....Transportation Senior SGT
91A ....Medical SP
91B ....Medical NCO
91C ....Practical Nurse
91D.......................................Operating Room SP
91E.......................................Dental SP
91F ....Psychiatric SP
91G.......................................Behavioral Science SP
91H ....Orthopedic SP
91J.......................................Physical Therapy SP
91L.......................................Occupational Therapy SP
91M ....Hospital Food Service Specialist
91N.......................................Cardiac SP
91P.......................................X-RAY SP
91Q.......................................Pharmacy SP
91R ....Veterinary Food INSP SP
91S ....Preventive Medicine SP
91T ....Animal Care SP
91U ....ENT SP
91V ....Respiratory SP
91W ....Nuclear Medicine SP
91X.......................................Health Physics SP
91Y ....Eye SP
92B ....Medical Lab SP
92E.......................................Cytology SP
93B ....Aero-scout Observer
93C ....Air Traffic Control (ATC) Operator
93D.......................................ATC Systems, Subsystems and Equip Rep
93F.......................................FA Met CR MBR
93P.......................................Flight Operations Coordinator
94B ....Food Service SP
95B ....Military Police
95C ....Correction NCO
95D.......................................CID Special Agent
96B ....Intelligence Analyst

96D	Imagery Analyst
96F	Psyop Specialist
96H	Aerial Inter SP
96R	Ground Survillence System OP
96Z	Intel Senior SGT
97B	CI Agent
97Z	Counter Intel/Human Intel Senior SGT
98C	EW/Sigint Analyst
98D	Emitter Locator/Identifier
98G	EW/Sigint Voice Intcp
98H	Morse Interceptor
98J	EW/Sigint NC Intcp
98K	Non-Morse Interceptor/Analyst
98Z	EW/Sigint Chief

Enrollment Basis Code

ALC	Alcohol Misuse
AMP	Amphetamine or Similarly Acting Sympathomimetic Misuse
CAN	Cannabis Products Misuse
COC	Cocaine Products Misuse
EAP	Employee Assistance Program Referral
HAL	Hallucinogens Misuse
INH	Inhalant Misuse
OPI	Opiate Misuse
OTH	Other Substance Misuse
PHE	Phencyclidine (PCP) or Similarly Acting Arlycyclohexylamine Misuse
SED	Sedative, Hypnotic, or Anxiolytic Misuse

Enrollment Decision Code

A	Enroll
B	Do Not Enroll

Enrollment Facility Code

A	Army Community Counseling Center
B	Adolescence Substance Abuse Counseling Service
C	Civilian, Non-Military Facility

Examination Result Code

F	Fail
P	Pass

Facility Code - PPR

AFR0	Air Force Residential Treatment Facility
E8R1	Bad Canstatt Meddac
E8R2	Berlin Meddac
E8R3	Frankfurt Army Medical Center
E8R4	Heidelberg Meddac
E8R5	Landstuhl Army Medical Center
HSR1	William Beaumont Army Medical Center
HSR2	Dwight David Eisenhower Medical Center
HSR3	Tripler Army Medical Center
NAR1	Tri-service Alcohol Rehabilitation Dept
P8R1	18 Med CMD
ZZR0	Other Civilian Residential Treatment Facility

Individual Pay Plan

AD	Administrative
AS	Clerical
CZ	Panama Canal
ED	Expert - 3109
EE	Exert - Other
EF	Consultant - 3109
EG	Consultant - Other
EH	Advisory Member
EI	Advisory Member 3109 Other
ES	Senior Executive
EX	Executive Schedule
FC	Aid
GM	Merit Pay
GS	General Schedule
GW	Schedule A
NA	Nonsupervisory - Trades
NL	Leader - Trades
NS	Supervisory - Trades
NW	Tipped
PS	Leader - Sales
RW	Regular Wage Board
SH	Summer - Europe
SR	Statutory Rates
ST	Scientific
SZ	Special – Panama Canal
TP	Teaching Position
UA	Managerial
WA	Supervisory Navigational
WB	Regular Wage Board
WD	Non-supervisory - Scheduling
WG	Non-supervisory - Federal
WJ	Supervisory - Hopper
WK	Non-supervisory - Hopper
WL	Leader - Federal
WM	Maritime - Schedule
WN	Supervisory - Scheduling
WO	Leader - Navigational
WQ	Supervisory - Aircraft
WR	Leader - Aircraft
WS	Supervisory - Federal
WT	Apprentices
WU	Aircraft – Non-supervisory
WW	Students
WY	Non-supervisory - Navigational
WZ	Panama Canal - Wage Type
XD	Non-supervisory - Production
XL	Leader - Printing
XN	Supervisory - Production
XP	Non-supervisory - Printing
ZZ	Local National

Individual Rank Menu & TDA Rank Menu

GEN	010	GENERAL
LTG	09	LIEUTENANT GENERAL
MG	08	MAJOR GENERAL
BG	07	BRIGADIER GENERAL
COL	06	COLONEL

```
LTC    05 ........................LIEUTENANT COLONEL
MAJ    04 ........................MAJOR
CPT    03 ........................CAPTAIN
1LT    02 ........................FIRST LIEUTENANT
2LT    01 ........................SECOND LIEUTENANT
CW4    W4 ......................CHIEF WARRANT OFFICER W4
CW3    W3 ......................CHIEF WARRANT OFFICER W3
CW2    W2 ......................CHIEF WARRANT OFFICER W2
WO1    W1 ......................WARRANT OFFICER W1
SMA    E9........................SERGEANT MAJOR OF THE ARMY
CSM    E9........................COMMAND SERGEANT MAJOR
SGM    E9........................SERGEANT MAJOR
MSG    E8........................MASTER SERGEANT
1SG    E8........................FIRST SERGEANT
SFC    E7........................SERGEANT FIRST CLASS
SSG    E6........................STAFF SERGEANT
SGT    E5........................SERGEANT
CPL    E4........................CORPORAL
SPC    E4........................SPECIALIST 4
PFC    E3........................PRIVATE FIRST CLASS
PV2    E2........................PRIVATE E2
PV1    E1........................PRIVATE E1
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Drug Testing Lab

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CML2 ...................................Northwest Toxicology, Inc
CML3 ...................................Pharmchem Laboratories Inc
HSL1 ...................................WRAMC Forensic Toxicology Drug Testing Laboratory
HSL2 ...................................TAMC Forensic Toxicology Drug Testing Laboratory
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Major Command (MACOM) Code

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AR........................................US Army Reserve
AS........................................US Army Intelligence and Security Command
CB........................................US Army Criminal Investigation Command
CE........................................US Army Corps of Engineers
CZ........................................US Army Information Systems Command
E1........................................US Army Europe
FC ........................................US Army Forces Command
HS ........................................US Army Health Services Command
MA........................................Superintendent US Military Academy
MT........................................Military Traffic Management Command
MW........................................Military District of Washington
P1 ........................................US Army Pacific Command
P8 ........................................Eighth US Army
PC ........................................Total Army Personnel Command
SP........................................US Army Special Operations Command
SU ........................................US Army, South
TC........................................US Army Training and Doctrine Command
X1 ........................................US Army Material Command
YY ........................................Other Commands
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Manpower Code

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A ..........................................Assigned
B...........................................Borrowed
C...........................................Contractor
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Medical Referral Source Code

AAA.....................................Internal Medicine
AAB ....Cardiology
AAC ....Coronary Care
AAD.....................................Dermatology
AAE.....................................Endocrinology
AAF.....................................Gastroenterology
AAG.....................................Hematology
AAH.....................................Intensive Care (Medical)
AAI.....................................Nephrology
AAJ.....................................Neurology
AAK.....................................Oncology
AAL.....................................Pulmonary/Upper Respiratory Disease
AAM ....Rheumatology
AAN ....Physical Medicine
AAO.....................................Clinical Immunology
AAP.....................................Human Immuno-Deficiency Virus III (AIDS)
AAQ.....................................Bone Marrow Transplant
AAZ.....................................Medical Care Not Elsewhere Classified
ABA ....General Surgery
ABB ....Cardiovascular Thoracic Surgery
ABC ....Intensive Care
ABD ....Neurosurgery
ABE ....Ophthalmology
ABF ....Oral Surgery
ABG ....Otolaryngology
ABH ....Pediatric Surgery
ABI ....Plastic Surgery
ABJ ....Proctology
ABK ....Urology
ABL ....Organ Transplant
ABM.....................................Burn Unit
ABZ ....Surgical Care Not Elsewhere Classified
ACA ....Gynecology
ACB.....................................Obstetrics
ADA ....Pediatrics
ADB ....Nursery
ADC ....Neonatal Intensive Care Unit
ADZ.....................................Pediatric Care Not Elsewhere Classified
AEA ....Orthopaedics
AEB ....Podiatry
AFA.....................................Psychiatric
AFB ....Substance Abuse Rehabilitation
AGA ....Family Practice Medicine
AGB ....Family Practice Surgery
AGC ....Family Practice Obstetrics
AGD ....Family Practice Pediatrics
AGE.....................................Family Practice Gynecology
AGF ....Family Practice Psychiatry
AGG ....Family Practice Orthopaedics
AGH ....Family Practice Nursery
BAA ....Internal Medicine Clinic
BAB.....................................Allergy Clinic
BAC.....................................Cardiology Clinic
BAE.....................................Diabetic Clinic
BAF.....................................Endocrinology (Metabolism) Clinic
BAG ....Gastroenterology Clinic
BAH ....Hematology Clinic
BAI.....................................Hypertension Clinic
BAJ.....................................Nephrology Clinic

BAK ....Neurology Clinic
BAL.....................................Nutrition Clinic
BAM....................................Oncology Clinic
BAN ....Pulmonary Disease Clinic
BAO ....Rheumatology Clinic
BAP.....................................Dermatology Clinic
BAQ ....Infectious Disease Clinic
BAR.....................................Physical Medicine
BAZ.....................................Medical Clinics Not Elsewhere Classified
BBA.....................................General Surgery Clinic
BBB ....Cardiovascular And Thoracic Surgery Clinic
BBC ....Neurosurgery Clinic
BBD.....................................Ophthalmology Clinic
BBE.....................................Organ Transplant Clinic
BBF ....Otolaryngology Clinic
BBG.....................................Plastic Surgery Clinic
BBH.....................................Proctology Clinic
BBI ....Urology Clinic
BBJ ....Pediatric Surgery Clinic
BBZ ....Surgical Clinics not Elsewhere Classified
BCA.....................................Family Planning Clinic
BCB ....Gynecology Clinic
BCC ....Obstetrics Clinic
BDA ....Pediatrics Clinic
BDB.....................................Adolescent Clinic
BDC.....................................Well Baby Clinic
BDZ ....Pediatrics Clinic Not Elsewhere Classified
BEA ....Orthopaedics Clinic
BEB ....Cast Clinic
BEC ....Hand Surgery Clinic
BED ....Neuromusclarskeletal Clinic
BEE ....Orthopaedic Appliance Clinic
BEF.....................................Podiatry Clinic
BFA ....Psychiatric Clinic
BFB ....Psychology Clinic
BFC ....Child Guidance Clinic
BFD ....Mental Health Clinic
BFE.....................................Social Work Clinic
BFF ....Substance Abuse Rehabilitation
BGA ....Family Practice Clinic
BHA ....Primary Care Clinic
BHB.....................................Medical Examination Clinic
BHC.....................................Optometry Clinic
BHD ....Audiology Clinic
BHE.....................................Speech Pathology Clinic
BHF.....................................Community Health Clinic
BHG ....Occupational Health Clinic
BHH ....Primus/Navcare Clinic
BHI.....................................Immediate Care Clinic
BIA ....Emergency Medical Clinic
BJA ....Flight Medicine Clinic
BKA ....Underseas Medicine Clinic
CAA ....Dental Services Clinic
CAB.....................................Dental Patient Care Administration
CBA.....................................Type 3 Dental Prosthetic Laboratory
CCA.....................................Type 2 Dental Prosthetic Laboratory
DAA ....Pharmacy
DBA ....Clinic Pathology
DBB.....................................Anatomical Pathology

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DBC.......................................Blood Bank
DCA ......................................Diagnostic Radiology
DCB.......................................Therapeutic Radiology
DDA .....................................Electrocardiograph
DDB .....................................Electroencephalography
DDC .....................................Electroneuromyography
DDD.....................................Pulmonary Function
DDE......................................Cardiac Catheterization
DEA .....................................Central Sterile Supply
DEB ......................................Central Material Service
DFA ......................................Anesthesiology
DFB ......................................Surgical Suite
DFC.......................................Recovery Room
DGA .....................................Same Day Surgery
DGB .....................................Hemodialysis
DGC .....................................Hyperbaric Medicine
DHA .....................................Inhalation/Respiratory Therapy
DHB .....................................Occupational Therapy
DHC .....................................Reserved
DHD.....................................Physical Therapy
DIA .......................................Nuclear Medicine
EAA......................................Inpatient Depreciation
EAB ......................................Ambulatory Depreciation
EAC......................................Dental Depreciation
EAD......................................Special Programs Depreciation
EBA ......................................Command
EBB ......................................Special Staff
EBC.......................................Administration
EBD ......................................Clinical Management
EBE ......................................Graduate Medical Education Support
EBF.......................................Education and Training Program Support
EBG......................................Peacetime Exercises/Disaster Preparedness
ECA ......................................Plant Management – Non-reimbursable
ECB ......................................Operation of Utilities – Non-reimbursable
ECC.......................................Maintenance of Real Property – Non-reimbursable
ECD ......................................Minor Construction – Non-reimbursable
ECE ......................................Other Engineering Support – Non-reimbursable
ECF.......................................Lease of Real Property – Non-reimbursable
ECG......................................Transportation – Non-reimbursable
ECH ......................................Fire Protection – Non-reimbursable
ECI.........................................Police Protection – Non-reimbursable
ECJ ........................................Communications – Non-reimbursable
ECK ......................................Other Base Support Services – Non-reimbursable
EDA......................................Plant Management - Funded
EDB ......................................Operation of Utilities - Funded
EDC ......................................Maintenance of Real Property - Funded
EDD......................................Minor Construction - Funded
EDE......................................Other Engineering Support - Funded
EDF .....................................Lease of Real Property - Funded
EDG......................................Transportation - Funded
EDH......................................Fire Protection - Funded
EDI .......................................Police Protection - Funded
EDJ .......................................Communications - Funded
EDK......................................Other MTF Support Services - Funded
EEA .....................................Material Management
EFA ......................................Housekeeping - In House
EFB.......................................Housekeeping - Contract
EGA .....................................Biomedical Equipment Repair - In House
EGB .....................................Biomedical Equipment Repair - Contract
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EHA....................................Laundry - In House
EHB ....Laundry - Contract
EIA ....Diabetics - In House
EIB....................................Subsistence
EIC....................................Diabetics - Contract
EJA ....Inpatient Affairs
EKA...................................Ambulatory Care Administration
FAA...................................Area Reference Laboratories
FAB ....Area Dental Prosthetic Laboratory (Type 1)
FAC...................................Ophthalmic Fabrication and Repair
FAD...................................Department of Defense Military Blood Program
FAE...................................Reserved
FAF....................................Drug Screening and Testing Program
FAH...................................Clinical Investigation Program
FAI....................................Physiological Training
FAJ ....Reserved
FAK...................................Student Expenses
FAL ....Continuing Health Education
FAZ...................................Specified Health Related Programs Not Elsewhere Classified
FBA ....Reserved
FBB ....Preventive Medicine
FBC ....Industrial Hygiene Program
FBD...................................Radiation Health
FBE....................................Environmental Health Program
FBF ....Epidemiology Program
FBG...................................Reserved
FBH...................................Reserved
FBI ....Immunization
FCA ....Supplement Care
FCB ....Guest Lecturer and Consultant Program
FCD...................................Support to Other Military Activities
FCE....................................Support to Other Federal Activities
FCF ....Support to Non-Federal Activities
FCG...................................Support to Non-Meprs Reporting Medical Activities
FDA ....Reserved
FDB ....Base Operations - Medical Installations
FDC...................................Non-patient Food Operations
FDD...................................Decedent Affairs
FDE....................................Initial Outfitting
FDF....................................Urgent Minor Construction
FDG...................................TDY/TAD Enroute to Permanent Change of Station
FDH...................................Military Funded Emergency Leave
FDZ ....Military Unique Medical Activities Not Elsewhere Classified
FKA ....Prepositioned War Reserve
FKB ....Contingency Patient Care
FKC...................................Contingency books/Packs
FLA ....Readiness Physical Training
FMA...................................National Disaster Medical System Planning and Administration
FMB ....National Disaster Medical System Exercises

Military Category Code (1)

A ....Junior Enlisted (E-1 to E4)
B...Senior Enlisted and Officers (E-5 to O-10)

UADC Military Personnel Class (MPC) Code & Military Class Code

C...Academy Cadet
E...Enlisted

O ....Commissioned Officer
W...Warrant Officer

Military Rank (PIR)

GEN......................O10........General
LTG.......................O9 ....Lieutenant General
MG........................O8 ....Major General
BG.........................O7 ....Brigadier General
COL.......................O6 ....Colonel
LTC.......................O5 ....Lieutenant Colonel
MAJ.......................O4 ....Major
CPT.......................O3 ....Captain
1LT ....O2 ....First Lieutenant
2LT ....O1 ....Second Lieutenant
CW4 ....W4 ....Chief Warrant Officer W4
CW3 ....W3 ....Chief Warrant Officer W3
CW2 ....W2 ....Chief Warrant Officer W2
WO1 ....W1 ....Warrant Officer W1
SMA ....E9..........Sergeant Major of the Army
CSM ....E9..........Command Sergeant Major
SGM ....E9..........Sergeant Major
MSG......................E8..........Master Sergeant
1SG.......................E8..........First Sergeant
SFC ....E7..........Sergeant First Class
SSG.......................E6..........Staff Sergeant
SGT ....E5..........Sergeant
CPL.......................E4..........Corporal
SPC ....E4..........Specialist 4
PFC ....E3..........Private First Class
PV2 ....E2..........Private E2
PV1 ....E1..........Private E1

Military Type Code

CD..Commander Directed Individual
OS ....Other Service Directed Testing
PD ....Physician Directed
RC...Rehabilitation Patient
RF ....Rehabilitation Staff
US ....Commander Directed Unit

Missed Appointment Code

A ....Community Counseling Center Cancelled
B..Unit Cancelled
C..No Show
D ....Other

Direct Mission Code & Mission Code

A ....Biochemical Testing
B..Prevention Education
C..Treatment
D ....Staff Training
E..Program Evaluation

MRO Evaluation Code

A ....Evaluation Complete, Authorized Use

N ....Evaluation Not Required
P...Evaluation Pending
U ....Evaluation Complete, Unauthorized Use
Z...Evaluation Status Unknown

Non-referral Justification Code

A ....Mission Requirements
B...Commander Discretion
C...Permanent Change of Station
D ....Discharge
E...Pending Court Martial
F...Death
G ....Expiration Term of Service
H ....Confinement
I...Hospitalization
J...AWOL (Absent without Leave)
K ....Dropped from the Rolls
L...Travel Duty
M...Other

Occupational Code ADAPCP Employee - TDA Position

0006 ....Correctional Institution Administration
0007 ....Correctional Officer
0011 ....Bond Sales Promotion
0018 ....Safety and Occupational Health Management
0019 ....Safety Technician
0020 ....Community Planning
0021 ....Community Planning Technician
0023 ....Outdoor Recreation Planning
0025 ....Park Management
0026 ....Park Technician
0028 ....Environmental Protection Specialist
0029 ....Environmental Protection Assistant
0030 ....Sports Specialist
0050 ....Funeral Directing
0060 ....Chaplain
0062 ....Clothing Design
0072 ....Fingerprint Identification
0080 ....Security Administration
0081 ....Fire Protection and Prevention
0082 ....United States Marshal
0083 ....Police
0084 ....Nuclear Materials Courier
0085 ....Guard
0090 ....Guide
0095 ....Foreign Law Specialist
0099 ....General Student Trainee
0101 ....Social Science
0102 ....Social Science Aid and Technician
0105 ....Social Insurance Administration
0106 ....Unemployment Insurance
0110 ....Economist
0119 ....Economics Assistant
0120 ....Food Assistance Program Specialist
0130 ....Foreign Affairs
0131 ....International Relations
0132 ....Intelligence

0134 ....Intelligence Aid and Clerk
0135 ....Foreign Agricultural Affairs
0136 ....Intelligence Cooperation
0140 ....Manpower Research and Analysis
0142 ....Manpower Development
0150 ....Geography
0160 ....Civil Rights Analysis
0170 ....History
0180 ....Psychology
0181 ....Psychology Aid and Technician
0184 ....Sociology
0185 ....Social Work
0186 ....Social Services Aid and Assistant
0187 ....Social Services
0188 ....Recreation Specialist
0189 ....Recreation Aid and Assistant
0190 ....General Anthropology
0193 ....Archeology
0199 ....Social Science Student Trainee
0201 ....Personnel Management
0203 ....Personnel Clerical and Assistance
0204 ....Military Personnel Clerical and
0205 ....Military Personnel Management
0212 ....Personnel Staffing
0221 ....Position-classification
0222 ....Occupational Analysis
0223 ....Salary and Wage Administration
0230 ....Employee Relations
0233 ....Labor Relations
0235 ....Employee Development
0241 ....Mediation
0243 ....Apprentices hip and Training
0244 ....Labor-Management Relations Examining
0246 ....Contractor Industrial Relations
0249 ....Wage and Hour Compliance
0260 ....Equal Employment Opportunity
0301 ....Miscellaneous Administration and Program
0302 ....Messenger
0303 ....Miscellaneous Clerk and Assistant
0304 ....Information Receptionist
0305 ....Mail and File
0309 ....Correspondence Clerk
0312 ....Clerk-Stenographer and Reporter
0313 ....work Unit Supervising
0318 ....Secretary
0319 ....Closed Microphone Reporter
0322 ....Clerk-typist
0332 ....Computer Operation
0334 ....Computer Specialist
0335 ....Computer Clerk and Assistant
0340 ....Program Management
0341 ....Administrative Officer
0342 ....Support Services Administration
0343 ....Management Analysis
0344 ....Management Clerical and Assistance
0345 ....Program Analysis
0346 ....Logistics Management
0347 ....GAO Evaluator
0350 ....Equipment Operator

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0351 ......................................Printing Clerical
0356 ......................................Data Transcriber
0357 ......................................Coding
0359 ......................................Electric Accounting
0360 ......................................Equal Opportunity Compliance
0361 ......................................Equal Opportunity Assistance
0362 ......................................Electric Accounting Machine Project
0382 ......................................Telephone Operating
0385 ......................................Teletypist
0388 ......................................Cryptographic Equipment Operation
0389 ......................................Radio Operating
0390 ......................................Communications Relay Operation
0391 ......................................Communications Management
0392 ......................................General Communications
0393 ......................................Communications Specialist
0394 ......................................Communications Clerical
0401 ......................................General Biological Technician
0403 ......................................Microbiology
0404 ......................................Biological Technician
0405 ......................................Pharmacology
0406 ......................................Agricultural Extension
0408 ......................................Ecology
0410 ......................................Zoology
0413 ......................................Physiology
0414 ......................................Entomology
0421 ......................................Plant Protection Technician
0430 ......................................Botany
0434 ......................................Plant Pathology
0435 ......................................Plant Physiology
0436 ......................................Plant Protection and Quarantine
0437 ......................................Horticulture
0440 ......................................Genetics
0454 ......................................Range Conservation
0455 ......................................Range Technician
0457 ......................................Soil Conservation
0458 ......................................Soil Conservation Technician
0459 ......................................Irrigation System Operation
0460 ......................................Forestry
0462 ......................................Forestry Technician
0470 ......................................Soil Science
0471 ......................................Agronomy
0475 ......................................Agricultural Management
0480 ......................................General fish and Wildlife Administrative
0482 ......................................Fishery Biology
0485 ......................................Wildlife Refuge Management
0486 ......................................Wildlife Biology
0487 ......................................Animal Science
0493 ......................................Home Economics
0499 ......................................Biological Science Student Trainee
0501 ......................................Financial Administrative and Program
0503 ......................................Financial Clerical and Assistance
0505 ......................................Financial Management
0510 ......................................Accounting
0511 ......................................Auditing
0512 ......................................Internal Revenue Agent
0525 ......................................Accounting Technician
0530 ......................................Cash Processing
0540 ......................................Voucher Examining
0544 ......................................Payroll
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0545 ......................................Military Pay
0560 ......................................Budget Analysis
0561 ......................................Budget Clerical and Assistance
0570 ......................................Financial Institution Examining
0590 ......................................Time and Leave
0592 ......................................Tax Examining
0593 ......................................Insurance Accounts
0599 ......................................Accounting Student Trainee
0601 ......................................General Health Science
0602 ......................................Medical Officer
0603 ......................................Physicians Assistant
0605 ......................................Nurse Anesthetist
0610 ......................................Nurse
0620 ......................................Practical Nurse
0621 ......................................Nursing Assistant
0622 ......................................Medical Supply Aide and Technician
0625 ......................................Autopsy Assistant
0630 ......................................Dietitian and Nutritionist
0631 ......................................Occupational Therapist
0633 ......................................Physical Therapist
0635 ......................................Corrective Therapist
0636 ......................................Rehabilitation Therapist Assistance
0637 ......................................Manual Arts Therapist
0638 ......................................Recreation/Creative Arts Therapist
0639 ......................................Educational Therapist
0642 ......................................Nuclear Medicine Technician
0644 ......................................Medical Technologist
0645 ......................................Medical Technician
0646 ......................................Pathology Technician
0647 ......................................Diagnostic Radiologic Technologist
0648 ......................................Therapeutic Radiologic Technologist
0649 ......................................Medical Machine Technician
0650 ......................................Medical Technical Assistance
0660 ......................................Pharmacist
0661 ......................................Pharmacist Technician
0662 ......................................Optometrist
0664 ......................................Restoration Technician
0665 ......................................Speech Pathology and Audiology
0667 ......................................Orthotist and Prosthetist
0668 ......................................Podiatrist
0669 ......................................Medical Record Librarian
0670 ......................................Health System Administration
0671 ......................................Health System Specialist
0672 ......................................Prosthetic Representative
0673 ......................................Hospital Housekeeping Management
0675 ......................................Medical Record Technician
0679 ......................................Medical Clerk
0680 ......................................Dental Clerk
0681 ......................................Dental Assistant
0682 ......................................Dental Hygiene
0683 ......................................Dental Laboratory Aid and Technician
0685 ......................................Public Health Program Specialist
0688 ......................................Sanitarian
0690 ......................................Industrial Hygiene
0696 ......................................Consumer Safety
0699 ......................................Environment Health Technician
0701 ......................................Veterinary Health Science
0704 ......................................Animal Health Technician
0799 ......................................Veterinary Student Trainee
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0801 ....General Engineering
0802 ....Engineering Technician
0803 ....Safety Engineering
0804 ....Fire Prevention Engineering
0805 ....Engineering Technology
0806 ....Materials Engineering
0807 ....Landscape Architecture
0808 ....Architecture
0809 ....Construction Control
0810 ....Civil Engineering
0817 ....Surveying Technician
0818 ....Engineering Drafting
0819 ....Environment Engineering
0828 ....Construction Analyst
0830 ....Mechanical Engineering
0840 ....Nuclear Engineering
0850 ....Electrical Engineering
0855 ....Electronics Engineering
0856 ....Electronics Technician
0858 ....Biomedical Engineering
0861 ....Aerospace Engineering
0871 ....Naval Architecture
0873 ....Ship Surveying
0880 ....Mining Engineering
0881 ....Petroleum Engineering
0890 ....Agricultural Engineering
0892 ....Ceramic Engineering
0893 ....Chemical Engineering
0894 ....Welding Engineering
0895 ....Industrial Engineering Technician
0896 ....Industrial Engineering
0899 ....Engineering and Architecture Student Trainee
0904 ....Law Clerk
0905 ....General Attorney
0920 ....Estate Tax Examining
0930 ....Hearings and Appeals
0935 ....Administrative Law Judge
0945 ....Clerk of Court
0950 ....Paralegal Specialist
0962 ....Contact Representative
0963 ....Legal Instruments Examining
0965 ....Land Law Examining
0967 ....Passport and Visa Examining
0986 ....Legal Clerk and Technician
0987 ....Tax Law Specialist
0990 ....General Claims Examining
0991 ....Workers Compensation Claims Examining
0992 ....Loss and Damage Claims Examining
0993 ....Social Insurance Claims Examining
0994 ....Unemployment Compensation Claims Examining
0995 ....Dependents and Estate Claims Examining
0996 ....Veterans Claims Examining
0997 ....Civil Service Retirement Claims Examining
0998 ....Claims Clerical
1001 ....General Arts and Information
1010 ....Exhibits Specialists
1015 ....Museum Curator
1016 ....Museum Specialist and Technician
1020 ....Illustrating

1021	Office Drafting
1035	Public Affairs
1040	Language Specialist
1046	Language Clerical
1048	Foreign Language Broadcasting
1051	Music Specialist
1054	Theater Specialist
1056	Art Specialist
1060	Photograph
1071	Audio-Visual Production
1082	Writing and Editing
1083	Technical Writing and Editing
1084	Visual Information
1087	Editorial Assistance
1101	General Business and Industry
1102	Contracting
1103	Industrial Property Management
1104	Property Disposal
1105	Purchasing
1106	Procurement Clerical and Assistance
1107	Property Disposal Clerical and Technician
1130	Public Utilities Specialist
1140	Trade Specialist
1144	Commissary Store Management
1145	Agricultural Program Specialist
1146	Agricultural Marketing
1147	Agricultural Market Reporting
1149	Wage and Hour Law Administration
1150	Industrial Specialist
1152	Production Control
1160	Financial Analysis
1161	Crop Insurance Administration
1162	Crop Insurance Underwriting
1163	Insurance Examining
1165	Loan Specialist
1169	Internal Revenue Officer
1170	Realty
1171	Appraising and Assessing
1173	Housing Management
1176	Building Management
1202	Patent Technician
1210	Copyright
1211	Copyright Technician
1220	Patent Administration
1221	Patent Adviser
1222	Patent Attorney
1223	Patent Classifying
1224	Patent Examining
1226	Design Patent Examining
1301	General Physical Science
1306	Health Physics
1310	Physics
1311	Physical Science Technician
1313	Geophysics
1315	Hydrology
1316	Hydrologic Technician
1320	Chemistry
1321	Metallurgy
1330	Astronomy and Space Science

1340 ....Meteorology
1341 ....Meteorological Technician
1350 ....Geology
1360 ....Oceanography
1361 ....Navigational Information
1370 ....Cartography
1371 ....Cartographic Technician
1372 ....Geodesy
1373 ....Land Surveying
1374 ....Geodetic Technician
1380 ....Forest Products Technology
1382 ....Food Technology
1384 ....Textile Technology
1386 ....Photographic Technology
1397 ....Document Analysis
1399 ....Physical Science Student Trainee
1410 ....Librarian
1411 ....Library Technician
1412 ....Technical Information Services
1420 ....Archivist
1421 ....Archives Technician
1510 ....Actuary
1515 ....Operations Research
1520 ....Mathematics
1521 ....Mathematics Technician
1529 ....Mathematical Statistician
1530 ....Statistician
1531 ....Statistical Assistant
1540 ....Cryptography
1541 ....Cryptoanalysis
1550 ....Computer Science
1599 ....Mathematical Science Student Trainee
1601 ....General Facilities and Equipment
1630 ....Cemetery Administration
1640 ....Facility Management
1654 ....Printing Management
1658 ....Laundry and Dry Cleaning Plant Management
1667 ....Steward
1670 ....Equipment Specialist
1701 ....General Education and Training
1702 ....Education and Training Technician
1710 ....Education and Vocational Training
1712 ....Training Instruction
1715 ....Vocational Rehabilitation
1720 ....Education Program
1722 ....School Administration
1724 ....Elementary Teaching
1725 ....Public Health Educator
1726 ....Secondary Teaching
1728 ....Special Education
1730 ....Education Research
1740 ....Education Services
1750 ....Instructional Systems
1755 ....Vocational-Technical Instruction
1801 ....General Inspection, Investigation, and Compliance
1802 ....Compliance Inspection and Support
1810 ....General Investigation
1811 ....Criminal Investigation
1812 ....Game Law Enforcement

1815 ....Air Safety Investigating
1816 ....Immigration Inspection
1822 ....MINE Safety and Health
1825 ....Aviation Safety
1831 ....Securities Compliance Examining
1850 ....Agricultural Commodity Warehouse Examining
1854 ....Alcohol, Tobacco, and Firearms Inspection
1862 ....Consumer Safety Inspection
1863 ....Food Inspection
1884 ....Customs Patrol Officer
1889 ....Import Specialist
1890 ....Customs Inspection
1894 ....Customs Entry and Liquidating
1895 ....Customs Warehouse Officer
1896 ....Border Patrol Agent
1897 ....Customs Aid
1898 ....Admeasurement
1910 ....Quality Assurance
1980 ....Agricultural Commodity Grading
1981 ....Agricultural Commodity Aid
2001 ....General Supply
2003 ....Supply Program Management
2005 ....Supply Clerical and Technician
2010 ....Inventory Management
2030 ....Distribution Facilities and Storage Management
2032 ....Packaging
2050 ....Supply Cataloging
2091 ....Sales Store Clerical
2101 ....Transportation Specialist
2102 ....Transportation Clerk and Assistant
2110 ....Transportation Industry Analysis
2111 ....Transportation Rate and Tariff Examining
2121 ....Railroad Safety
2123 ....Motor Carrier Safety
2125 ....Highway Safety
2130 ....Traffic Management
2131 ....Freight Rate
2132 ....Travel
2133 ....Passenger Rate
2134 ....Shipment Clerical and Assistance
2135 ....Transportation Loss and Damage Claims Examining
2144 ....Cargo Scheduling
2150 ....Transportation Operations
2151 ....Dispatching
2152 ....Air Traffic Control
2154 ....Air Traffic Assistance
2161 ....Marine Cargo
2181 ....Aircraft Operation
2501 ....Misc Wire Communications Eqpmt Installation and Management
2502 ....Telephone Mechanic
2504 ....Wire Communications Cable Splicing
2508 ....Communications Line Installing and Repairing
2511 ....Wire Communications Equipment Installation and Repairing
2601 ....Misc Electronic Equipment Installation and Maintenance
2602 ....Electronic Measurement Equipment Mechanic
2604 ....Electronics Mechanic
2606 ....Electronic Industrial Controls Mechanic
2608 ....Digital Computer Mechanic
2610 ....Electronic Integrated Systems Mechanic

2801 ....Miscellaneous Electrical Installation and Maintenance
2805 ....Electrician
2806 ....Electrical Line Working
2808 ....Electrical Working (Powerhouse)
2810 ....Electrician (High Voltage)
2854 ....Electrical Equipment Repairing
2892 ....Aircraft Electrical Systems Installing and Repairing
3101 ....Miscellaneous Fabric and Leather Work
3103 ....Shoe Repair
3105 ....Fabric Working
3106 ....Upholstering
3111 ....Sewing Machine Operating
3114 ....Mattress Making and Repair
3118 ....Embroidering
3119 ....Broom and Brush Making
3301 ....Miscellaneous Instrument Work
3306 ....Optical Instrument Repairing
3309 ....Timekeeping Instrument Repairing
3314 ....Instrument Making
3315 ....Nuclear Reactor Instrument Systems Mechanic
3341 ....Scale Building, Installing, and Repairing
3359 ....Instrument Making
3364 ....Projection Equipment Repairing
3401 ....Miscellaneous Machine Tool Work
3414 ....Machining
3416 ....Toolmaking
3417 ....Tool Grinding
3422 ....Power Saw Operating
3428 ....Die Sinking
3431 ....Machine Tool Operating
3501 ....Miscellaneous General Services and Support Work
3502 ....Laboring
3506 ....Summer Aid/Student Aid
3507 ....Deckhand-Sailor
3508 ....Pipeline Working
3511 ....Laboratory Working
3512 ....Studio-Property Handling
3513 ....Coin/Currency Checking
3514 ....Choker Setting
3515 ....Laboratory Support Working
3543 ....Stevedoring
3545 ....Pier Facilities Working
3546 ....Railroad Repairing
3566 ....Custodial Worker
3601 ....Miscellaneous Structural and Finishing Work
3602 ....Cement Finishing
3603 ....Masonry
3604 ....Tile Setting
3605 ....Plastering
3609 ....Floor Covering Installing
3610 ....Insulating
3611 ....Glazing
3653 ....Asphalt Working
3701 ....Miscellaneous Metal Processing
3702 ....Flame/Arc Cutting
3703 ....Welding
3707 ....Metalizing
3708 ....Metal Processing Working
3711 ....Electroplating

3712 ....Heat Treating
3716 ....Leadburning
3720 ....Brazing and Soldering
3722 ....Cold Working
3723 ....Casting Machine Operating
3725 ....Battery Repairing
3727 ....Buffing and Polishing
3735 ....Metal Phototransferring
3736 ....Circuit Board Making
3740 ....Forging Heating
3741 ....Furnace Operating
3744 ....Refining Equipment Operating
3769 ....Shot Peening Machine Operating
3801 ....Miscellaneous Metal Work
3802 ....Metal Forging
3804 ....Coppersmithing
3806 ....Sheet Metal Mechanic
3807 ....Structural/Orna Mental Mechanic
3808 ....Boilermaker
3809 ....Mobile Equipment Metal Mechanic
3812 ....Heavy-Duty Fabrication Machine Operating
3815 ....Pneumatic Tool Operating
3816 ....Engraving
3817 ....Locksmithing
3818 ....Springmaking
3819 ....Airframe Jig Fitting
3820 ....Shipfitting
3830 ....Blacksmithing
3831 ....Rolling and
3832 ....Medal Making
3833 ....Transfer
3835 ....Electron Tube
3840 ....Reinforcing
3858 ....Metal Tank and Radiator Repairing
3869 ....Metal Forming Machine Operating
3872 ....Metal Tube Making, Installing, and Repairing
3901 ....Misc Motion Picture, Radio, Television, and Sound Eqpmt Op
3910 ....Motion Picture Projection
3911 ....Sound Recording Equipment Operating
3919 ....Television Equipment Operating
3940 ....Broadcasting Equipment Operating
3941 ....Public Address Equipment Operating
4001 ....Miscellaneous Lens and Crystal Work
4005 ....Optical Element Working
4010 ....Prescription Eyeglass Making
4015 ....Quartz Crystal Working
4101 ....Miscellaneous Painting and Paper hanging
4102 ....Painting
4103 ....Paper hanging
4104 ....Sign Painting
4110 ....Scenery Painting
4157 ....Instrument Dial Painting
4201 ....Miscellaneous Plumbing and Pipe fitting
4204 ....Pipe fitting
4206 ....Plumbing
4255 ....Fuel Distribution System Mechanical
4301 ....Miscellaneous Pliable Materials Work
4351 ....Plastic Molding Equipment Operating
4352 ....Plastic Fabricating

4360 ....Rubber Products Molding
4361 ....Rubber Equipment Repairing
4370 ....Glassblowing
4371 ....Plaster Pattern Casting
4373 ....Molding
4374 ....Core Making
4401 ....Miscellaneous Printing and Reproduction
4402 ....Bindery Working
4403 ....Hand Composing
4405 ....Film Assembling-Stripping
4406 ....Letterpress Operating
4407 ....Linotype Machine Operating
4410 ....Monotype Casting Machine Operating
4413 ....Negative Engraving
4414 ....Offset Photography
4416 ....Platemaking
4417 ....Offset Press Operating
4419 ....Silk Screen Making and Printing
4422 ....Dot Etching
4425 ....Photoengraving
4431 ....Photo Composition Machine Operating
4440 ....Stereotype Platemaking
4441 ....Bookbinding
4445 ....Bank Note Designing
4446 ....Bank Note Engraving
4447 ....Sculptural Engraving
4448 ....Siderographic Transferring
4449 ....Electrolytic Intaglio Platemaking
4450 ....Intaglio Die and Plate Finishing
4454 ....Intaglio Press Operating
4601 ....Miscellaneous Woodwork
4602 ....Blocking and Bracing
4604 ....Wood Working
4605 ....Wood Crafting
4607 ....Carpentry
4608 ....Saw Mill Operating
4616 ....Patternmaking
4618 ....Woodworking Machine Operating
4620 ....Shoe Last Repairing
4639 ....Timber Working
4654 ....Form Block Making
4701 ....Miscellaneous General Maintenance and Operations Work
4714 ....Model Making
4715 ....Exhibits Making/Modeling
4716 ....Railroad Car Repairing
4717 ....Boat Building and Repairing
4737 ....General Equipment Mechanic
4741 ....General Equipment Operating
4742 ....Utility Systems Repairing-Operating
4745 ....Research Laboratory Mechanic
4749 ....Maintenance Mechanic
4754 ....Cemetery Caretaking
4801 ....Miscellaneous General Equipment Maintenance
4802 ....Musical Instrument Repairing
4805 ....Medical Equipment Repairing
4806 ....Office Appliance Repairing
4807 ....Chemical Equipment Repairing
4808 ....Custodial Equipment Servicing
4812 ....Saw Reconditioning

5406 ....Utility Systems Operating
5407 ....Electric Power Controlling
5408 ....Sewage Disposal Plant Operating
5409 ....Water Treatment Plant Operating
5412 ....Coal Unloader Operator
5413 ....Fuel Distribution System Operating
5414 ....Baling Machine Operating
5415 ....Air-conditioning Equipment Operating
5419 ....Stationary -Engine Operating
5421 ....Rubber Compounding
5423 ....Sandblasting
5424 ....Weighing Machine Operating
5426 ....Lock and Dam Operating
5427 ....Chemical Plant Operating
5430 ....Drawbridge Operating
5432 ....Fish Facility Operating
5433 ....Gas Generating Plant Operating
5435 ....Carton/Bag-making Machine Operating
5438 ....Elevator Operator
5439 ....Testing/Equipment Operating
5440 ....Packaging Machine Operating
5444 ....Food/Feed Processing Equipment Operating
5446 ....Textile Equipment Operating
5450 ....Conveyor Operating
5454 ....Solvent Still Operating
5455 ....Paper Pulping Machine Operating
5473 ....Oil Reclamation Equipment Operating
5475 ....Preparation Plant Operating
5477 ....Concrete/Mortar Mixer Operating
5478 ....Portable Equipment Operating
5479 ....Dredging Equipment Operating
5481 ....Nuclear Reactor Operating
5484 ....Aircraft Machine Operating
5485 ....Aircraft Weight and Balance Operating
5486 ....Swimming Pool Operating
5701 ....Miscellaneous Transportation/Mobile Equipment
5702 ....Amphibian Truck Operation
5703 ....Motor Vehicle Operating
5704 ....Fork Lift Operating
5705 ....Tractor Operating
5706 ....Road Sweeper Operating
5707 ....Tank Driving
5716 ....Engineering Equipment Operator
5723 ....Boat Operating
5724 ....Tank Operating
5725 ....Crane Operating
5729 ....Drill Rig Operating
5731 ....Mining/Tunneling Machine Operating
5734 ....Wheel Operating
5736 ....Braking-Switching and Conducting
5737 ....Locomotive Engineering
5738 ....Railroad Maintenance Vehicle Operating
5767 ....Airfield Clearing Equipment Operating
5782 ....Ship Operating
5784 ....Riverboat Operating
5786 ....Small Craft Operating
5788 ....Deckhand
5801 ....Miscellaneous Transportation/Mobile Equipment Maintenance
5803 ....Heavy Mobile Equipment Mechanic

5806	Mobile Equipment Servicing
5823	Automotive Mechanic
5876	Electromotive Equipment Mechanic
6501	Misc Ammunition Explosives, and Toxic Materials Work
6502	Explosives Operating
6505	Munitions Operating
6510	Blasting
6511	Missile/Toxic Materials Handling
6517	Explosives Test Operating
6601	Miscellaneous Armament Work
6605	Artillery Repairing
6606	Artillery Testing
6610	Small-Arms Repairing
6641	Ordnance Equipment Mechanic
6652	Aircraft Ordnance Systems Mechanic
6656	Special Weapons Systems Mechanic
6901	Miscellaneous Warehousing and Stock Handling
6902	Lumber Handling
6903	Coal Handling
6904	Tools and Parts Attendant
6907	Warehouse Working
6910	Materials Expediting
6912	Material Sorting And Classifying
6914	Store Working
6920	Train Baggage Handling
6941	Bulk Money Handling
6967	Personal Flight Equipment Handling
6968	Aircraft Freight Loading
7001	Miscellaneous Packing and Processing
7002	Packing
7004	Preservation Packaging
7006	Preservation Service
7009	Equipment Cleaning
7010	Parachute Packing
7301	Miscellaneous Laundry, Dry Cleaning, And Pressing
7304	Laundry Working
7305	Laundry Machine Operating
7306	Pressing
7307	Dry Cleaning
7401	Miscellaneous Food Reparation and Serving
7402	Baking
7404	Cooking
7405	Bartending
7407	Meatcutting
7408	Food Service Working
7411	Livestock Slaughtering
7420	Waiter
7601	Miscellaneous Personal Services
7603	Barbering
7607	Mortuary Attending
7608	Wardrobe Handling
7640	Bus Attending
7641	Beautician
8201	Miscellaneous Fluid Systems Maintenance
8255	Pneudraulic Systems Mechanic
8268	Aircraft Pneudraulic Systems Mechanic
8601	Miscellaneous Engine Overhaul
8602	Aircraft Engine Mechanic
8610	Small Engine Mechanic

8675 ....Liquid Fuel Rocket Engine Mechanic
8801 ....Miscellaneous Aircraft Overhaul
8807 ....Aircraft Propeller/Rotor Mechanic
8852 ....Aircraft Mechanic
8862 ....Aircraft Servicing
8863 ....Aircraft Tire Mounting
8865 ....Flight Mechanic
8882 ....Airframe Test Operating
9001 ....Miscellaneous Film Processing
9003 ....Film Assembling and Repairing
9004 ....Motion Picture Developing/Print Machine Operating
9055 ....Photographic Solution Mixing
9901 ....Misc Vessel Jobs Excluded From Fed Wage Sys by 5 USC 534
9902 ....Master
9903 ....Chief Officer Cable
9904 ....Ship Pilot
9905 ....First Officer
9906 ....Second Officer
9907 ....Third Officer
9908 ....Junior Deck Officer
9909 ....Radio Officer
9910 ....First Assistant Radio Officer
9911 ....Radio Electronic Officer
9912 ....First Radio Electronic Officer
9913 ....Relief Deck Officer
9914 ....Damage Control Officer
9915 ....Assistant Damage Control Officer
9916 ....Master-Mate (Fishing Vessel)
9917 ....Deck Midshipman
9920 ....Boatswain
9921 ....Carpenter
9922 ....Carpenter-Maintenance
9923 ....Boatswains Mate
9924 ....Able Seaman
9925 ....Able Seaman-Maintenance
9926 ....Quartermaster
9927 ....Seaman-Fisherman
9928 ....Ordinary Seaman
9931 ....Chief Engineer
9932 ....First Assistant Engineer
9933 ....Second Assistant Engineer
9934 ....Third Assistant Engineer
9935 ....Relief Engineer
9936 ....Engine Midshipman
9939 ....Chief Electrician
9940 ....Electrician
9941 ....Electrician-Maintenance
9942 ....Second Electrician
9943 ....Third Electrician
9944 ....Electronics Technician
9945 ....Refrigeration Engineer
9946 ....Second Refrigeration Engineer
9947 ....Third Refrigeration Engineer
9948 ....Plumber
9950 ....Assistant Plumber
9951 ....Deck Engineer
9952 ....Deck
9953 ....Deck Engineer-Mechanic
9954 ....Unlicensed Junior Engineer

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9955 ......................................Pumpman
9956 ......................................Engineman
9957 ......................................Engine Utilityman
9958 ......................................Evaporator-Utilityman
9959 ......................................Machinist
9960 ......................................Oiler
9961 ......................................Oiler Diesel
9962 ......................................Refrigeration Oiler
9963 ......................................Fireman
9964 ......................................Fireman-Watertender
9965 ......................................Wiper
9968 ......................................Chief Steward
9969 ......................................Third Steward
9971 ......................................Chief Cook
9972 ......................................Steward Cook
9973 ......................................Second Cook
9974 ......................................Third Cook
9975 ......................................Assistant Cook
9976 ......................................Cook-Baker
9977 ......................................Second Cook-Baker
9978 ......................................Night Cook and Baker
9979 ......................................Steward Baker
9980 ......................................Third Pantryman
9981 ......................................Galleyman
9982 ......................................Laundryman
9983 ......................................Assistant Laundryman
9984 ......................................Messman
9985 ......................................Steward Utilityman
9988 ......................................Purser
9989 ......................................Junior Purser
9991 ......................................Supply Officer
9992 ......................................Assistant Supply Officer
9993 ......................................Assistant Storekeeper
9996 ......................................Nurse
9998 ......................................Yeoman-Storekeeper
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Office of the Surgeon General Rejection Code

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11 ...........................SPECIMEN SHIPPING CONTAINER RECEIVED WITH NO OR BROKEN SEAL
12 ...........................USAF BOTTLE RECEIVED WITH NO SEAL OR BROKEN SEAL
21 ...........................INCOMPLETE SSN ON CHAIN OF CUSTODY FORM (CC) OR BOTTLE
22 ...........................SSN ON CHAIN OF CUSTODY FORM AND BOTTLE DO NOT MATCH
23 ...........................ILLEGIBLE SSN ON CHAIN OF CUSTODY FORM OR BOTTLE
24 ...........................SSN OVERWRITE ON CHAIN OF CUSTODY FORM OR BOTTLE
25 ...........................CORRECTIONS TO SSN ON CC FORM/BOTTLE, NOT IAW AR600-85
35 ...........................INCOMPLETE UNIT SPECIMEN NUMBER ON CHAIN OF CUSTODY FORM OR
                             BOTTLE LABEL
41 ...........................NO ORIGINAL CHAIN OF CUSTODY FORM RECEIVED
42 ...........................CHAIN OF CUSTODY FORM RECEIVED SEPARATELY FROM BOTTLE(S)
43 ...........................NO CHAIN OF CUSTODY ENTRIES ON CHAIN OF CUSTODY FORM
44 ...........................SPECIMEN LISTED ON CC FORM, BUT NO SPECIMEN RECEIVED
46 ...........................UNAUTHORIZED SPECIMEN CONTAINER
48 ...........................BOTTLE PRESENT, BUT NOT RECORDED ON THE CHAIN OF CUSTODY FORM
52 ...........................BOTTLE CONTAINS LESS THAN 30ML OF URINE
61 ...........................SPECIMEN APPEARS TO BE ADULTERATED
64 ...........................SERVICE MEMBER(S) NAME ON BOTTLE(S)
65 ...........................CIVILIAN SPECIMEN
71 ...........................LABORATORY ACCIDENT
81 ...........................SPECIMEN LEAKED IN SHIPMENT AND WAS NOT TESTED BY LABORATORY
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Orders Received Indicator Menu

N ....Orders Not Received
O ....Orders Received

PCS Eligibility Category

A ....Active Duty
B...Active Duty for Training
C...Cadet/Midshipman
D ....Inactive Duty Training

PCS Individual Component Code

A ....Active/Regular
G ....National Guard
R...Reserve

Progress Assessment Code

F...Fair
G ....Good
P ....Poor

Position (Classification) Code

A ....Alcohol and Drug Control Officer
B...Clinical Director
C...ADAPCP Counselor
D ....Civilian Program Coordinator
E...Education Coordinator
H ....Clinical Consultant
I..Installation Biochemical Test Coordinator
J..ADAPCP Instructor
K ....Unit Alcohol and Drug Coordinator (UADC)
L...Other

Quality Assurance Code

Q ....Quality Assurance Sample
R...Regular Specimen
X ....Not Tested

Reason Code

A ....Patient Permanent Change Of Station/Reassignment
B...Change to Diagnosis
C...Change Basis For Enrollment
D ....Enrollment In Residential Treatment Facility
E...Progress Evaluation
F ....Release From Program

Reason for Non-enrollment Code

A ....Refer For Alcohol And Other Drug Abuse Prevention Training
B...Commander Decided Not To Enroll Client
C...Prescribed Medication
D ....Client Refused Services

E..Refer To Other Than Alcohol/Drug Resources
F..No Alcohol/Drug Problem

Recommendation Code - PPR

A ....Continue Treatment
B..Terminate Treatment, Retain on Active Duty
C..Terminate Treatment, Separate

Release Code

A ....Program Completed, Returned To Duty
B..Completion Of Tour Of Duty/Leaving Active Federal Service
C..Separation/Termination As a Alcohol/Drug Abuse Rehabilitation
D ....Separation/Termination For Misconduct - Abuse Of Illegal Drug
E..Separation/Termination For Other Than Alcohol/Drug Reasons
F ....Client Refuses Further Treatment
G ....Commander Terminated The Enrollment Against Medical Advice
H ....Erroneous Enrollment, Not An Alcohol Or Drug Abuser
X ....Other
Z..Unknown (Administrative Release)

Result Code

N ....Negative
P ....Positive
X ....Not Tested

Service Area Code

1R11 ....76th Division (Training)
1R12 ....78th Division (Exercise)
1R13 ....80th Division (Training)
1R14 ....98th Division (Training)
1R16 ....310th TAACOM
1R1C ....77th ARCOM
1R1G....................................79th ARCOM
1R1H ....157th IN BDE
1R1K ....94th ARCOM
1R1P ....97th ARCOM
1R1T....................................USAG Ft. Pickett
1R1U ....99th ARCOM
2R21 ....100th Division (Training)
2R22 ....108th Division (Training)
2R23 ....412th EN CMD
2R24 ....87th Division (Training)
2R25....................................65TH ARMY RESERVE COMMAND
2R2C ....81ST ARMY RESERVE COMMAND
2R2D....................................143RD TRANSPORTATION COMMAND
2R2E....................................335TH SIGNAL COMMAND
2R2G....................................120TH ARCOM
2R2H....................................121ST ARCOM
2R2J....................................125TH ARCOM
4R41 ....70TH DIVISION (TRAINING)
4R42....................................84TH DIVISION (EXERCISE)
4R43 ....85TH DIVISION (EXERCISE)
4R45 ....300TH MP CMD
4R46....................................416TH EN CMD (CONST)
4R47....................................19TH THEATER ARMY AREA COMMAND

4R4C	83RD ARCOM
4R4F	86TH ARCOM
4R4H	88TH ARCOM
4R4M	123RD ARCOM
5R51	95TH DIVISION (TRAINING)
5R53	377TH THEATER ARMY AREA COMMAND
5R54	420TH EN BDE
5R55	807TH MD BDE
5R56	75TH DIVISION (EXERCISE)
5R5C	89TH ARCOM
5R5K	90TH ARCOM
5R5M	102ND ARMY RESERVE COMMAND
5R5Q	122ND ARMY RESERVE COMMAND
6R61	91ST DIVISION (EXERCISE)
6R62	104TH DIVISION (TRAINING)
6R6B	63RD ARCOM
6R6C	311TH CORPS SUPPORT COMMAND
6R6F	96TH ARCOM
6R6G	124TH ARCOM
6R6H	143RD TRANSCOM
6R6J	335TH THEATER SIGCOM
6R6K	FT HUNTER LIGGETT
6R6L	PARKS RESERVE FORCES TRAINING AREA
AR00	US Army Reserves
AR01	US Army Reserve Personnel Center
AS00	US Army Intelligence and Security CMD
CB00	US Army Criminal Investigation Command
CE00	US Army Corps of Engineers
CML2	Northwest Toxicology, Inc
CML3	Pharmchem Laboratories Inc
DA01	Deputy Chief of Staff for Personnel
DA02	US Army Drug & Alcohol Operations Agency
DA03	Office of the Surgeon General
E100	US ARMY EUROPE AND 7TH ARMY
E200	21st TAACOM
E2A0	USMCA Bremerhaven
E2A1	USMCA Bremerhaven
E2A2	USMCA Bremerhaven
E2B0	29th Area Support Group
E2B1	29th Area Support Group
E2B2	29th Area Support Group
E2B3	29th Area Support Group
E2C0	USMCA Karsruhe
E2C1	USMCA Karsruhe
E2C2	USMCA Karsruhe
E2D0	USMCA Mannheim
E2D1	USMCA Mannheim
E2D2	USMCA Mannheim
E2D3	USMCA Mannheim
E2D4	USMCA Mannheim
E2E0	USMCA Pirmasens
E2E1	USMCA Pirmasens
E2G0	USMCA The Netherlands
E2G1	USMCA The Netherlands
E2H0	USMCA Zweibruecken
E2H1	USMCA Zweibruecken
E2H2	USMCA Zweibruecken
E2P0	United Kingdom - Burtonwood
E2P1	United Kingdom - Burtonwood

E2R0 ....USMCA Belgium
E2R1 ....USMCA Belgium
E300 ....HQ Southern European Task Force (SETAF)
E301 ....22nd ASG/USMCA Vicenza
E302 ....USMCA Livorno
E304 ....528th USAAG
E305 ....Elefsis, Greece
E400 ....Berlin Counseling Center, DPCA
E4A1 ....Berlin Counseling Center, DPCA
E500 ....V Corps
E51D ....3rd Armored Division ACOFS/G1
E52D ....8th Infantry Division (Mechanized)
E5A0 ....USMCA BAD Kreuznach
E5A1 ....USMCA BAD Kreuznach
E5A2 ....USMCA BAD Kreuznach
E5B0 ....USMCA Baumholder
E5B1 ....USMCA Baumholder
E5C0 ....USMCA Darmstadt
E5C1 ....USMCA Darmstadt
E5C2 ....USMCA Darmstadt
E5D0 ....USMCA Frankfurt
E5D1 ....USMCA Frankfurt
E5D2 ....USMCA Frankfurt
E5D3 ....USMCA Frankfurt
E5E0 ....USMCA Fulda
E5E1 ....USMCA Fulda
E5E2 ....USMCA Fulda
E5F0 ....USMCA Giessen
E5F1 ....USMCA Giessen
E5F2 ....USMCA Giessen
E5F3 ....USMCA Giessen
E5F4 ....USMCA Giessen
E5F5 ....USMCA Giessen
E5G0 ....USMCA Hanau
E5G1 ....USMCA Hanau
E5G2 ....USMCA Hanau
E5G3 ....USMCA Hanau
E5G4 ....USMCA Hanau
E5G5 ....USMCA Hanau
E5H0 ....USMCA Mainz
E5H1 ....USMCA Mainz
E5H2 ....USMCA Mainz
E5H3 ....USMCA Mainz
E5J0 ....USMCA Wiesbarden
E5J1 ....USMCA Wiesbarden
E5J3 ....USMCA Wiesbarden
E5K0 ....USMCA Wildflecken
E5K1 ....USMCA Wildflecken
E700 ....VII Corps
E71D ....1st Armored Division
E72D ....1st Infantry Division (Forward)
E73D ....3rd Infantry Division (M)
E7A0 ....USMCA Ansbach
E7A1 ....USMCA Ansbach
E7A2 ....USMCA Ansbach
E7A3 ....USMCA Ansbach
E7B0 ....USMCA Aschaffenburg
E7B1 ....USMCA Aschaffenburg
E7C0 ....USMCA Augsburg

E7C1	USMCA Augsburg
E7E0	USMCA Bamberg
E7E1	USMCA Bamberg
E7F1	USMCA Bamberg
E7G0	USMCA Goeppingen
E7G1	USMCA Goeppingen
E7G2	USMCA Goeppingen
E7H0	USMCA Heilbronn
E7H1	USMCA Heilbronn
E7H2	USMCA Heilbronn
E7J0	USMCA Munich
E7J1	USMCA Munich Military Community
E7K0	USMCA New Ulm
E7K1	USMCA New Ulm
E7N0	USMCA Nuernburg
E7N1	USMCA Nuernburg
E7N2	USMCA Nuernburg
E7N3	USMCA Nuernburg
E7N4	USMCA Nuernburg
E7N5	USMCA Nuernburg
E7N6	USMCA Nuernburg
E7P0	USMCA Schweinfurt
E7P1	USMCA Schweinfurt
E7P2	USMCA Schweinfurt
E7P3	USMCA Schweinfurt
E7Q0	6th Area Support Group
E7Q1	6th Area Support Group
E7Q2	6th Area Support Group
E7Q3	6th Area Support Group
E7Q4	6th Area Support Group
E7R0	USMCA Wuerzburg
E7R1	USMCA Wuerzburg
E7R2	USMCA Wuerzburg
E7R3	USMCA Wuerzburg
E7R4	USMCA Wuerzburg
E7R5	USMCA Wuerzburg
E8L1	Forensic Toxicology Drug Testing Lab
E8R1	Bad Canstatt Meddac
E8R2	Berlin Meddac
E8R3	Frankfurt Army Medical Center
E8R4	Heidelberg Meddac
E8R5	Landstuhl Army Regional Medical Center
EE37	26th Area Support Group (Heidelberg)
EE38	26th Area Support Group (Heidelberg)
EEA0	26th Area Support Group (Heidelberg)
EN00	7th Army Training Command
EN01	USMCA AMBERG
EN12	USMCA Bindlach
EN34	USMCA Grafenwoehr Military Community
EN42	USMCA Hohenfels
EN78	USMCA Vilseck
ENA0	USMCA Grafenwoehr
ER00	US Army Europe and 7th Army
FC00	US Army Forces Command
FC03	XVIII Airborne Corps and Ft Bragg
FC04	Ft Campbell
FC05	4th Infantry Div (MEC) and Ft Carson
FC06	US ARMY TNG CTR & FT DIX
FC07	Ft Devens

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FC08 .....................................10th MTN Div (LI) and Ft Drum
FC10 .....................................Fort Buchanan
FC11 .....................................III Corps and Ft Hood
FC12 .....................................Fifth U.S. Army and FT Sam Houston
FC13 .....................................FT Indiantown Gap
FC14 .....................................I Corps and FT Lewis
FC16 .....................................FT Mccoy
FC17 .....................................FT Mcpherson
FC19 .....................................1st Inf Div and FT Riley
FC20 .....................................Presidio of San Francisco
FC21 .....................................Fourth U.S. Army and FT Sheridan
FC22 .....................................Ft Stewart
FC23 .....................................Ft Stewart (Hunter Army Airfield)
FC26 .....................................7th Inf Div and Fort Ord
FC27 .....................................5th Inf Div (MECH) and Fort Polk
FC28 .....................................National Training Center and Fort Irwin
HS00.....................................US Army Health Services Command
HS01.....................................U.S. Army Garrison, FT Detrick
HS02.....................................Fitzsimons Army Medical Center
HS03.....................................Walter Reed Army Medical Center
HSL1 ....................................WRAMC Forensic Toxicology Drug Test Lab
HSL2 ....................................TAMC Forensic Toxicology Drug Test Lab
HSR1 ....................................William Beaumont Army Medical Center
HSR2 ....................................Dwight David Eisenhower Medical Center
HSR3 ....................................Tripler Army Medical Center
MA00 ...................................US MILITARY ACADEMY
MA01 ...................................US Military Academy
MP00 ...................................US Army Total Army Personnel Command
MP01....................................EASTERN SECTOR, USMEPCOM
MP02....................................WESTERN SECTOR, USMEPCOM
MP03....................................ALBANY MEPS
MP04....................................ATLANTA MEPS
MP05....................................BALTIMORE MEPS
MP06....................................BECKLEY MEPS
MP07....................................BOSTON MEPS
MP08....................................BUFFALO MEPS
MP09....................................CHARLOTTE MEPS
MP10....................................CHICAGO MEPS
MP11....................................CLEVELAND MEPS
MP12....................................COLUMBUS MEPS
MP13....................................DETROIT MEPS
MP14....................................FT JACKSON MEPS
MP15....................................HARRISBURG MEPS
MP16....................................INDIANAPOLIS MEPS
MP17....................................JACKSON MEPS
MP18....................................JACKSONVILLE MEPS
MP19....................................KNOXVILLE MEPS
MP20....................................LANSING MEPS
MP21....................................LOUISVILLE MEPS
MP22....................................MEMPHIS MEPS
MP23....................................MIAMI MEPS
MP24....................................MONTGOMERY MEPS
MP25....................................NASHVILLE MEPS
MP26....................................NEW YORK MEPS
MP27....................................PHILADELPHIA MEPS
MP28....................................PITTSBURGH MEPS
MP29....................................PORTLAND, MAINE MEPS
MP30....................................RALEIGH MEPS
MP31....................................RICHMOND MEPS
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MP32....................................SAN JUAN MEPS
MP33....................................SPRINGFIELD MEPS
MP34....................................SYRACUSE MEPS
MP35....................................TAMPA MEPS
MP36....................................ALBUQUERQUE MEPS
MP37....................................AMARILLO MEPS6P
MP38....................................ANCHORAGE MEPS
MP39....................................BOISE MEPS
MP40....................................BUTTE MEPS
MP41....................................DALLAS MEPS
MP42....................................DENVER MEPS
MP43....................................DES MOINES MEPS
MP44....................................EL PASO MEPS
MP45....................................FARGO MEPS
MP46....................................FRESNO MEPS
MP47....................................HONOLULU MEPS
MP48....................................HOUSTON MEPS
MP49....................................KANSAS CITY MEPS
MP50....................................LITTLE ROCK MEPS
MP51....................................LOS ANGELES MEPS
MP52....................................MILWAUKEE MEPS
MP53....................................MINNEAPOLIS MEPS
MP54....................................NEW ORLEANS MEPS
MP55....................................OAKLAND MEPS
MP56....................................OKLAHOMA CITY MEPS
MP57....................................OMAHA MEPS
MP58....................................PHOENIX MEPS
MP59....................................PORTLAND, OREGON MEPS
MP60....................................SALT LAKE CITY MEPS
MP61....................................SAN ANTONIO MEPS
MP62....................................SAN DIEGO MEPS
MP63....................................SEATTLE MEPS
MP64....................................SHREVEPORT MEPS
MP65....................................SIOUX FALLS MEPS
MP66....................................SPOKANE MEPS
MP67....................................ST LOUIS MEPS
MT00....................................US Army Military Traffic Management CMD
MT01....................................MTMC Eastern Area
MT02....................................MTMC Eastern Area, USA Garrison
MW00 ....US Army Military District of Washington
MW03 ....US Army Military District of Washington
MW04 ....Ft Belvoir Community Counseling Center
MW05 ....Ft Meade
MW06 ....USAG Ft Ritchie
NAR1 ....Tri-Service Alcohol Rehabilitation Dept
NG00....................................NATIONAL GUARD BUREAU
NG01....................................ALABAMA ARMY NATIONAL GUARD
NG02....................................ALASKA ARMY NATIONAL GUARD
NG03....................................ARIZONA ARMY NATIONAL GUARD
NG04....................................ARKANSAS ARMY NATIONAL GUARD
NG05....................................CALIFORNIA ARMY NATIONAL GUARDATA
NGO6....................................COLORADO ARMY NATIONAL GUARD
NG07....................................CONNECTICUT ARMY NATIONAL GUARD
NG08....................................DELAWARE ARMY NATIONAL GUARD
NG09....................................DC ARMY NATIONAL GUARD
NG10....................................FLORIDA ARMY NATIONAL GUARD
NG11....................................GEORGIA ARMY NATIONAL GUARD
NG12....................................GUAM ARMY NATIONAL GUARD
NG13....................................HAWAII ARMY NATIONAL GUARD

NG14....................................IDAHO ARMY NATIONAL GUARD6P
NG15....................................ILLINOIS ARMY NATIONAL GUARD
NG16....................................INDIANA ARMY NATIONAL GUARD
NG17....................................IOWA ARMY NATIONAL GUARD
NG18....................................KANSAS ARMY NATIONAL GUARD
NG19....................................KENTUCKY ARMY NATIONAL GUARD
NG20....................................LOUISIANA ARMY AND AIR NATIONAL GUARD
NG21....................................MAINE ARMY NATIONAL GUARD
NG22....................................MARYLAND ARMY NATIONAL GUARD
NG23....................................MASSACHUSETTS ARMY NATIONAL GUARD
NG24....................................MICHIGAN ARMY NATIONAL GUARD
NG25....................................MINNESOTA ARMY NATIONAL GUARD
NG26....................................MISSISSIPPI ARMY NATIONAL GUARD
NG27....................................MISSOURI ARMY NATIONAL GUARD
NG28....................................MONTANA ARMY NATIONAL GUARD
NG29....................................NEBRASKA NATIONAL GUARD
NG30....................................NEVADA ARMY NATIONAL GUARD
NG31....................................NEW HAMPSHIRE ARMY NATIONAL GUARD
NG32....................................NEW JERSEY ARMY NATIONAL GUARD
NG33....................................NEW MEXICO ARMY NATIONAL GUARD
NG34....................................NEW YORK ARMY NATIONAL GUARD
NG35....................................NORTH CAROLINA ARMY NATIONAL GUARD
NG36....................................NORTH DAKOTA ARMY NATIONAL GUARD
NG37....................................OHIO ARMY NATIONAL GUARD
NG38....................................OKLAHOMA MILITARY DEPARTMENT
NG39....................................OREGON ARMY NATIONAL GUARD
NG40....................................PENNSYLVANIA ARMY NATIONAL GUARD
NG41....................................ADJUTANT GENERAL OF PUERTO RICO
NG42....................................RHODE ISLAND NATIONAL GUARD
NG43....................................THE ADJUTANT GENERAL OF SOUTH CAROLINA
NG44....................................SOUTH DAKOTA ARMY NATIONAL GUARD
NG45....................................TENNESSEE ARMY NATIONAL GUARD
NG46....................................TEXAS ARMY NATIONAL GUARD
NG47....................................UTAH NATIONAL GUARD
NG48....................................VERMONT ARMY NATIONAL GUARD
NG49....................................THE ADJUTANT GENERAL OF VIRGINIA
NG50....................................VIRGIN ISLANDS NATIONAL GUARD
NG51....................................WASHINGTON ARMY NATIONAL GUARD
NG52....................................WEST VIRGINIA ARMY NATIONAL GUARD
NG53....................................WISCONSIN ARMY NATIONAL GUARD
NG54....................................THE ADJUTANT GENERAL, STATE OF WYOMING
P100....................................US Army Pacific
P101....................................US Army Support Command Hawaii
P103....................................Ft Richardson
P104....................................FT Wainwright
P105....................................Ft Greeley
P106....................................25th INF DIV
P107....................................17th Area Support Group
P108....................................10th Area Support Group
P800....................................US Forces Korea and Eighth US Army
P801....................................23rd Support Group
P802....................................2nd Infantry Division
P803....................................501st Corps Support Group
P807....................................34th Area Support Group
P809....................................20th Area Support Group
P8R1 ....18 MED CMD
PC00 ....TOTAL ARMY PERSONNEL COMMAND
RC04 ....US Army Recruiting Command
SP00 ....US Army Special Operations Command

SP01 ....US SPECIAL OPERATIONS COMMAND
SU00.....................................US Army South - Panama
SU01.....................................US Army South - Panama
TC00.....................................US Army Training and Doctrine Command
TC01.....................................USAG FT Huachuca
TC02.....................................US Army Infantry CTR and Ft Benning
TC03.....................................US Army Air Defense Center and Ft Bliss
TC04.....................................Carlisle Barracks
TC05.....................................US Army TNG CTR and Ft Dix
TC06.....................................US Army TRNS CTR and Ft Eustis
TC07.....................................US Army Signal Center and Ft Gordon
TC08.....................................US Army Soldier Support Center
TC11.....................................US Army TNS CTR and Ft Jackson
TC12.....................................US Army ARM CTR and Ft Knox
TC13.....................................US Army CAC and Ft Leavenworth
TC14.....................................US Army Comb Arms SUP CMD and Ft Lee
TC15.....................................USACML&MPCEN and Ft Mcclellan
TC16.....................................Ft Monroe
TC21.....................................US Army Aviation Center and Ft Rucker
TC22.....................................US Army FLD ATRY CTR and Ft Sill
TC24.....................................US Army ENG CTR and Ft Leonard Wood
TC25.....................................Ft Hamilton
X100 ....US ARMY MATERIEL COMMAND
X101 ....US Army Material Command
X165 ....US Army Material Command
XA00 ....US Army Laboratories, Harry Diamond Labs
XA12 ....US Army Laboratory Command
XB00 ....US Army Aviation Systems Command
XB67 ....US Army Aviation Systems Command
XM00 ....US Army Test and Evaluation Command
XM02 ....US Army Aberdeen Proving Ground
XM13 ....Dugway Proving Ground
XM19 ....Jefferson Proving Ground
XM61 ....White Sands Missile Range
XM63 ....Yuma Proving Ground
XQ00 ....US Army Armament Munition and Chemical CMD
XQ35 ....US Army Armament RD&E Center
XQ36 ....Pine Bluff Arsenal
XQ43 ....Rock Island Arsenal
XQ60 ....Watervliet Arsenal
XQ69 ....Mcalester Army Ammo Plant
XQ70 ....US Army Chemical RD&E Center
XQ71 ....ROCKY MOUNTAIN ARSENALATA
XQ72 ....CAMP STANLEY STORAGE ACTIVITY
XS00.....................................US Army Communications and Electronics CMD
XS30.....................................US Army Communications and Electronics CMD
XT00 ....US Army Missile Command
XT40 ....US Army Missile Command
XU00 ....US Army Tank-Automotive Command
XU10 ....US Army Tank-Automotive Support Activity
XU11 ....US Army Tank-Automotive Command
XW00 ....US Army Depot System Command
XW03 ....Anniston Army Depot
XW23 ....Letterkenny Army Depot
XW24 ....LEXINGTON-BLUE GRASS ARMY DEPOT
XW37 ....Pueblo Army Depot Activity
XW39 ....Red River Army Depot
XW45 ....Sacramento Army Depot
XW46 ....Seneca Army Depot

XW52 ....Sierra Army Depot
XW55 ....Tobyhanna Army Depot
XW56 ....Toole Army Depot
XW57 ....Umatilla Army Depot Activity
XW68 ....Corpus Christi Army Depot
ZZR0 ....Other Civilian Residential Treatment Facility

Sex Code

F ....Female
M..Male
Z...Unknown

Specimen Result Code

N ....Negative
P..Positive
X ....Not Tested

State Abbreviation Code

AK ....Alaska
AL...Alabama
AR...Arkansas
AS...American Samoa
AZ...Arizona
BI ....Baker Island
CA...California
CM ....Northern Mariana Islands
CO...Colorado
CT ....Connecticut
DC...District of Columbia
DE...Delaware
FL..Florida
FM ....Federated State of Micronesia
GA ....Georgia
GU ....Guan
HI ....Hawaii
HS ....Howland Island
IA ....Iowa
ID ....Idaho
IL..Illinois
IN ....Indiana
JA...Johnston Atoll
JI...Jarvis Island
KR..Kingman Reef
KS ....Kansas
KY ....Kentucky
LA ....Louisiana
MA...Massachusetts
MD..Maryland
ME ....Maine
MH...Marshall Islands
MI ....Michigan
MN..Minnesota
MO..Missouri
MS ....Mississippi
MT...Montana
MY..Midway Island

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NC.........................................North Carolina
ND .........................................North Dakota
NE.........................................Nebraska
NH .........................................New Hampshire
NI .........................................Navassa Island
NJ.........................................New Jersey
NM.........................................New Mexico
NV .........................................Nevada
NY .........................................New York
OH .........................................Ohio
OK .........................................Oklahoma
OR.........................................Oregon
PA .........................................Pennsylvania
PR .........................................Puerto Rico
PW .........................................Palau
PY.........................................Paymyra Atoll
RI .........................................Rhode Island
SC .........................................South Carolina
SD .........................................South Dakota
TN.........................................Tennessee
TT .........................................US Trust Territories
TX.........................................Texas
UM.........................................US Minor Outlying Islands
UT.........................................Utah
VA .........................................Virginia
VI .........................................Virgin Islands
VT.........................................Vermont
WA .........................................Washington
WI.........................................Wisconsin
WK .........................................Wake Islands
WV .........................................West Virginia
WY .........................................Wyoming
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Status Code Menu

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P .........................................Primary UADC
A .........................................Alternate UADC
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Test Designated TDA Code

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A .........................................Aviation Positions
B.........................................Guard and Police Positions
C.........................................Personnel Reliability Program Positions
D .........................................ADAPCP/FTDTL Positions
X .........................................Other Designated Positions
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Type Code

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A .........................................Alcohol Related
D .........................................Drug Related
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Warrant Officer ID Code

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001A .........................................Unqualified In Authorized Warrant Officer MOS
002A .........................................Patient
003A .........................................Student
004A .........................................Student
130A .........................................Pershing Missile System Technician
130B .........................................Lance Missile System Technician
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131A ....Target Acquisition Radar Technician
131B ....Remotely Piloted Vehicle Technician
132A ....Meteorology Technician
140A ....Command And Control System Technician
140B ....Chaparral-Vulcan Systems Technician
140C ....Custodial Systems Technician
140D ....Hawk Missile System Technician
140E ....Patriot Missile System Technician
150A ....Air Traffic Control Technician
151A ....Aviation Maintenance Technician
152B ....OH-58A/C Scout Pilot
152C ....OH-6 Scout Pilot
152D ....OH-58D Scout Pilot
152F.......................................AH-64 Pilot
152G......................................AH-1 Pilot
153A ....Rotary Wing Aviator (Aircraft Nonspecific)
153B ....UH-1 Pilot
153C ....OH-58A/C Observation Pilot
153D ....UH-60 Pilot
154A ....CH-54 Pilot (Heavy Lift Reserve Component Only)
154B ....CH-47A/B/C/ Pilot
154C ....CH_47D Pilot
155A ....Fixed Wing Aviator (Aircraft Nonspecific)
155D ....U-21 Pilot
155E ....C-12 Pilot
156A ....OV-1/RV-1 Pilot
180A ....Special Forces Technician
210A ....Utilities Operation And Maintenance Technician
213A ....Engineer Equipment Repair Technician
215D ....Terrain Analysis Technician
250A ....Telecommunications Technician
250B ....Tactical Automated Network Technician
251A ....Data Processing Technician
256A ....Signal Systems Maintenance Technician
311A ....CID Special Agent
350B ....Order Of Battle Technician
350D ....Imagery Intelligence Technician
350L ....Attache Technician
351B ....Counterintelligence Special Agent
351C ....Area Intelligence Technician
351E ....Interrogation Technician
352C ....Traffic Analysis Technician
352D ....Emitter Location/Identification Technician
352G......................................Voice Intercept Technician
352H......................................Morse Intercept Technician
352J ....Emanations Analysis Technician
352K ....Non-Morse Intercept Technician
353A ....IEW Equipment Technician
420A ....Military Personnel Technician
420C ....Bandmaster
420D ....Club Manager
550A ....Legal Administrator
600A ....Physician Assistant
640A ....Veterinary Services Technician
670A ....Health Services Maintenance Technician
880A ....Marine Deck Officer
881A ....Marine Engineering Officer
910A ....Ammunition Technician
911A ....Nuclear Weapons Technician

912A ....Land Combat Missile Systems Technician
913A ....Armament Repair Technician
914A ....Allied Trades Technician
915A ....Wheel Vehicle Maintenance Technician
915D ....Armor/Cavalry Systems Maintenance Technician
915E ....Support/Staff Maintenance Technician
918A ....Test Measurement and Diagnostic Equipment MAINT SPT TECH
920A ....Property Book Technician
920B ....Supply Systems Technician
921A ....Airdrop Systems Technician
922A ....Food Service Technician

Work Status Code

O ....Overhire
T...Temporary
P ....Permanent
V ....Volunteer